

**VENTURA LOCAL AGENCY FORMATION COMMISSION**

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**OJAI-SAN BUENAVENTURA  
(VENTURA RIVER WATERSHED)  
WATER AND WASTEWATER  
SERVICE REVIEW REPORT**

**October 2003**



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# I. EXECUTIVE SUMMARY

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Municipal service reviews are a new requirement for LAFCOs and were intended to promote more efficient services, to identify areas of improvement and to assess service provision in relation to boundaries and spheres of influence (SOI). Service reviews do not directly change the provision of service but are sources of comprehensive information LAFCO can use in future actions.

LAFCO must conduct service reviews prior to or in conjunction with the mandated five-year schedule for updating SOIs. The service review report must include an analysis of the issues and written determinations for each of the following:

- Infrastructure needs or deficiencies;
- Growth and population projections for the affected area;
- Financing constraints and opportunities;
- Cost avoidance opportunities;
- Opportunities for rate restructuring;
- Opportunities for shared facilities;
- Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers;
- Evaluation of management efficiencies; and
- Local accountability and governance.

The service review process for the water and wastewater agencies in Ventura County started in January of 2003 and will be completed in December of 2003. It began with a meeting of the agencies to discuss issues and to receive input on a three-part draft questionnaire. The questionnaire, which was sent to all 36 agencies, requested data on quantitative, qualitative and boundary issues. All the agencies were contacted individually and approximately 80 hours of interviews with staff and board members were conducted.

To ensure more focused analysis on service issues, Ventura County was divided into three sub-regional areas, which were roughly based on watershed boundaries. The three sub-regional service review areas are the Calleguas Creek, Santa Clara and Ventura River (Ojai-San Buenaventura) areas. Each of the 36 agencies was placed in only one subregional area although service issues might overlap. This service review report addresses the agencies located within the Ventura River (Ojai-San Buenaventura) watershed and includes the following eleven agencies:

- |  |                                       |
|--|---------------------------------------|
| • City of San Buenaventura                 | • Ojai Valley Sanitary District       |
| • Casitas Municipal Water District         | • Ojai Water Conservation District    |
| • Meiners Oaks County Water District       | • Saticoy Sanitary District           |
| • Montalvo Municipal Improvement District  | • Ventura County Service Area No. 29  |
| • Ojai Basin Groundwater Management Agency | • Ventura County Service Area No. 32  |
|  | • Ventura River County Water District |

A database was designed and each agency's response to the questionnaire was entered into it. The database, which currently has approximately 15,000 entries, will be used for subsequent service reviews, sphere of influence studies and other Ventura LAFCO studies and analysis. The database can be changed and modified as the need and use for information becomes more focused.

The mapping information submitted by the agencies identified areas outside each agency's boundaries where service was currently being provided, areas of overlap with other agencies and any illogical service boundaries. These areas were mapped and have been labeled as "special study areas" for use in subsequent sphere of influence studies. Service issues and associated improvements identified during the process are addressed in more detail in the body of this report and are briefly summarized in the following paragraphs.

In general, it can be concluded that the agencies in the Ojai-San Buenaventura service review area are providing efficient services although there are areas where improvements may increase efficiency.

In the responses for the Ojai-San Buenaventura service review area, estimates of current population provided by the agencies were not consistent with regional estimates or not provided. While some agencies may not have had the opportunity to provide complete answers, the lack of consistent growth and population projections should be examined.

No significant infrastructure deficiencies were noted for any of the agencies during the service review. Infrastructure needs are assessed regularly by most of the agencies although the lack of response from some agencies is of concern. Easily accessible data regarding private and mutual water companies and their impact on water and wastewater service provision should be maintained.

In the Ojai-San Buenaventura service review area, nine of the eleven agencies had no significant special studies areas or SOI issues noted and updating the SOIs for these agencies should not require extensive analysis. There are discrepancies among the SOI, the SOAR/HVPA limits and parcel lines for the City of San Buenaventura, which should be reconciled. Several special study areas were identified for the Ojai Valley SD where the service area of the District and its current SOI are different. The SOI update for the Ojai Valley SD is expected to need more in-depth analysis by the Ventura LAFCO staff including CEQA review of potential growth inducing impacts.

However, there are government structure options, which might be considered by LAFCO prior to updating any of the SOIs for agencies in the Ojai Valley service review area. In the past Ventura LAFCO has recommended that the agencies involved form a committee to study the reorganization of public water purveyors in the region. However there are no records of any substantial action by the agencies or of the proposed committee. It is suggested that the Ventura LAFCO Commission reconsider the reorganization of water providers in the Ojai Valley either through initiating a reorganization proposal or by encouraging the agencies to reconsider the issue.

As with the water agencies in the Ojai Valley, it is suggested that government structure options for the City of San Buenaventura, the Montalvo MID and the Saticoy SD be considered. Since service and boundary issues among these agencies are more complex, it is additionally suggested that, prior to a reorganization proposal, that the three agencies work together to develop a plan for future service provision.

Ventura LAFCO might consider adopting a policy for “zero” spheres of influence and applying that designation for the water providers in the Ojai Valley until the possible reorganization of the agencies can be addressed. It is also suggested that Ventura LAFCO consider a zero SOI for the Montalvo MID and Saticoy SD.

Agencies answering the service review questionnaire reported well-established budget processes and procedures, which use internal cost/benefit studies to fully utilize opportunities to reduce or avoid costs. A significant opportunity for future shared facilities and avoidance of costs is in the expanded use of water reclamation in the Ojai Valley. The agencies involved in the various Ventura River studies related to the steelhead trout may want to consider the benefits of developing additional sources of reclaimed water.

No significant issues regarding local accountability and governance were noted for the agencies within the Ojai-San Buenaventura service review area. The governing boards of the agencies appear to be locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation.

Rates are generally similar for the water and wastewater agencies responding to the service review questionnaire. All agencies reported unqualified audits in 2002. No significant issues for any of the agencies were noted regarding management efficiency, rate restructuring opportunities or financing constraints.

The final version of the Governor’s Office of Planning and Research (OPR) Service Review Guidelines was published in August of 2003, and included information on addressing environmental justice concerns. Generally the agencies involved in the service review have already implemented many of OPR’s recommendations. However, only three of the agencies (Casitas MWD, Ojai Valley SD and the City of San Buenaventura) have websites that include copies of their budgets. It is suggested that the other agencies develop websites to increase dissemination of information, compliance with environmental justice issues and accountability to customers. Most of the agencies hold meetings at times that maximize public participation but agencies may want to investigate ways of translating documents to ensure that information is available in languages other than English. No other significant environmental justice issues were noted.

## **II. SERVICE REVIEW PROCESS**

### **A) LAFCO’S RESPONSIBILITIES, SPHERES OF INFLUENCE AND MUNICIPAL SERVICE REVIEWS**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code §56000 et seq.) mandates that each LAFCO conduct service reviews prior to or in conjunction with Sphere of Influence (SOI) studies and updates. LAFCOs are also required to review and update the SOI for all agencies not less than once every five years.

The statutory authority (§56430) for service reviews states that LAFCO must prepare an analysis and a written statement of determinations regarding each of the following:

- Infrastructure needs or deficiencies

- Growth and population projections for the affected area
- Financing constraints and opportunities
- Cost avoidance opportunities
- Opportunities for rate restructuring
- Opportunities for shared facilities
- Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers
- Evaluation of management efficiencies
- Local accountability and governance

Service reviews are intended to result in options and future studies which will promote more efficient service patterns, identify areas where service improvement is needed and assess the adequacy of service provision in relation to SOIs. Service reviews are not intended to directly change how services are provided; they are a tool to comprehensively review the major services, the delivery of those services, any issues with the efficient provision of service and potential actions by LAFCO that might address these issues, if any.

## **B) DESCRIPTION OF PUBLIC PARTICIPATION PROCESS**

The Ventura LAFCO water and wastewater service review process started in January 2003 with the preparation of a draft questionnaire. An initial kick-off meeting with all agencies involved in the water and wastewater service review was held to discuss issues and the draft questionnaire.

The final questionnaire, which was distributed to all 36 agencies, was divided into three parts. The first part asked for quantitative data and addressed the agency's services, finances and governance structure. Part I formed the basis of the subsequent database. The second part included questions based on the service review determinations and was intended to give the agencies an opportunity to provide qualitative responses.

The third part of the service review questionnaire consisted of a map with the agency's boundaries and SOI. Each agency was asked to note locations of facilities, overlapping areas of service and any illogical boundaries.

Follow-up interviews with most agencies were conducted; some agencies requested that interviews/meetings be held, if necessary, later in the process. All 36 agencies returned questionnaires although the format, quantity and quality of information returned varied significantly among the agencies. All information collected from the questionnaires was entered into the database, which contains more than 15,000 separate entries and will be used for future SOIs studies, service reviews and LAFCO reports. To ensure accurate information, database reports for each agency were sent to all agencies for verification and correction.

Due to the diversity of agencies, services and issues, Ventura County was divided in three sub-regional areas roughly based on watershed boundaries. Agencies were included in only one sub-region although there might be overlap in service areas and issues. A separate, stand-alone service review report will be prepared for each sub-regional area. This service review report is the second of three and it addresses the fifteen agencies in the Ojai-San Buenaventura service review area.

Addressing service reviews on a sub-regional basis not only permitted a more focused analysis but also reduced the need for agencies to allocate staff resources to follow the LAFCO process. The agencies included within each service review sub-region are as follows. The service each agency provides is included in Exhibit 1, Water and Wastewater Municipal Service Review Agencies.

**Calleguas Creek Watershed Service Review Area (15 agencies)\***

- City of Camarillo
- City of Simi Valley
- City of Thousand Oaks
- Calleguas Municipal Water District
- Camarillo Sanitary District
- Camrosa Water District
- Hidden Valley Municipal Water District
- Lake Sherwood Community Services District
- Pleasant Valley County Water District
- Triunfo Sanitation District
- Ventura County Waterworks District No. 1
- Ventura County Waterworks District No. 8
- Ventura County Waterworks District No. 17
- Ventura County Waterworks District No. 19
- Ventura Regional Sanitation District

*\*(Heard by the Ventura LAFCO Commission on September 17, 2003)*

**Ojai/San Buenaventura (Ventura River Watershed) Service Review Area (11 agencies)**

- City of San Buenaventura
- Casitas Municipal Water District
- Meiners Oaks County Water District
- Montalvo Municipal Improvement District
- Ojai Basin Groundwater Management Agency
- Ojai Valley Sanitary District
- Ojai Water Conservation District
- Saticoy Sanitary District
- Ventura County Service Area No. 29
- Ventura County Service Area No. 32
- Ventura River County Water District

**Santa Clara Watershed Service Review Area (10 agencies)**

- City of Fillmore
- City of Oxnard
- City of Port Hueneme
- City of Santa Paula
- Channel Islands Beach Community Services District
- Fox Canyon Groundwater Management Agency
- Ocean View Municipal Water District

**EXHIBIT 1**  
**WATER AND WASTEWATER MUNICIPAL SERVICE REVIEW AGENCIES**

Agency	WATER SERVICES	Retail Domestic Potable Water	Wholesale Water	Water Treatment	Recycled-Reclaimed Water	Agricultural Water	Groundwater Management	Water Replenishment	Water Conservation	WASTEWATER SERVICES	Sanitary Sewer Collection	Sanitary Sewer Treatment	Septic System Monitoring & Maintenance
<b>Calleguas Creek Watershed</b>													
City of Camarillo	X	D							D				
City of Simi Valley					C					X	D	D	
City of Thousand Oaks	X	D			C				D	X	D	D	
Calleguas Municipal Water District	X		D	D	D	D	D	D	D				
Camarillo Sanitary District										X	D	D	
Camrosa Water District	X	D		D	D	D	D	D	D	X	D	D	
Hidden Valley Municipal Water District	X	D											
Lake Sherwood Community Service District	X	D											
Pleasant Valley County Water District	X					C							
Triunfo Sanitation District	X	C			C					X	C	C	
Ventura County Waterworks District No. 1	X	D		D	D	D	D		D	X	D	D	
Ventura County Waterworks District No. 8	X	D		D	C	D	D		D				
Ventura County Waterworks District No. 17	X	D				D							
Ventura County Waterworks District No. 19	X	D		D		D							
Ventura Regional Sanitation District	X					D				X	D	C	
<b>Ojai/Ventura Agencies</b>													
City of San Buenaventura	X	D		D	D	D			D	X	D	D	
Casitas Municipal Water District	X	D	D	D	D	D	D	D	D	X	D		
Meiners Oaks County Water District	X	D		D									
Montalvo Municipal Improvement District										X	D	D	
Ojai Groundwater Management Agency	X						D						
Ojai Valley Sanitary District										X	D	D	
Ojai Water Conservation District	X						D	D	D				
Saticoy Sanitary District										X	D	D	
Ventura County Service Area No. 29										X	D	D	
Ventura County Service Area No. 32										X			D
Ventura River County Water District	X	D		D									
<b>Santa Clara Watershed</b>													
City of Fillmore	X	D		D					D	X	D	D	
City of Oxnard	X	D		D		D			D	X	D	D	
City of Port Hueneme	X	D	C	C	C				D	X	D	C	
City of Santa Paula	X	D		D					D	X	D	C	
Channel Islands Beach Community Services Dist.	X	D		C	D		D			X	D	C	
Fox Canyon Groundwater Management Agency	X						C						
Ocean View Municipal Water District	X	D											
United Water Conservation District	X		D	D		D	D	D	D				
Ventura County Service Area No. 30										X	D	D	
Ventura County Waterworks District No. 16										X	D	D	

SERVICES PROVIDED = X (D=Direct, C=Contracted)

- United Water Conservation District
- Ventura County Service Area No. 30
- Ventura County Waterworks District No. 16

The Calleguas Creek watershed service review report was received and filed and determinations adopted for each agency by the Ventura LAFCO Commission on September 17, 2003. The Santa Clara watershed service review report, which is the third and final report, is scheduled for a public hearing before the Ventura LAFCO Commission in December of 2003.

A preliminary copy of the service review report and agency determinations for the Ojai-San Buenaventura area was reviewed by the Ventura LAFCO staff and their recommended changes were incorporated into this draft report. The draft municipal service review report was distributed to each agency in the Ojai-San Buenaventura service review area. This final draft report incorporates recommendations and corrections from the affected agencies.

The Ventura LAFCO Commission will hear the Ojai-San Buenaventura service review report on October 15, 2003. After adoption of the determinations by the Ventura LAFCO Commission, Ventura LAFCO staff can begin to schedule the updates of the SOIs for the agencies.

### **III. FEDERAL, STATE AND LOCAL REGULATORY REQUIREMENTS**

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This background section is a brief overview of the current regulations for water and wastewater systems and is intended to provide basic information for those who may be unfamiliar with the complex and detailed regulatory requirements.

Numerous federal, state and local laws and agencies regulate water and wastewater. Some of the state and regional plans and policies build upon the federal legislation. In other instances, federal acts have established broad goals, which are to be achieved through implementation at the state and/or local levels. Finally, there are some regulations that are unique to California.

There can be considerable and confusing overlap among the agencies, regulations and associated acronyms. The following section identifies a few of the major federal, state and local regulatory bodies and requirements for both water and wastewater programs.

#### **A) FEDERAL LAWS AND REGULATIONS**

The Clean Water Act (CWA), enacted in 1972, and the Safe Drinking Water Act (SDWA), enacted in 1974, are the two major federal laws that regulate the nation's water resources. A brief overview of relevant portions of the CWA is provided below<sup>1</sup>:

#### **Federal Water Pollution Control Act of 1972 (Clean Water Act or CWA)**

The CWA, with its amendments, is the principal law governing the nation's streams, lakes, and estuaries. It contains regulatory provisions that impose progressively more stringent requirements on industries and cities to reduce pollution and meet the goal of zero discharge of pollutants.

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<sup>1</sup> Calleguas Creek Watershed Management Plan, 2003. The Rick Alexander Company.

The CWA established as national goals the elimination of pollutant discharges to the navigable waters and the assurance that all navigable waters would be fishable and swimmable. It also established the following regulatory standards:

- No one has the right to pollute the navigable waters of the United States. Dischargers are required to obtain permits.
- Permits shall set limits on the concentration of the pollutants being discharged. A violation of the limits carries a penalty of fines or imprisonment.
- The best technology available shall be used to control the discharge of pollutants.

Other applicable sections of the CWA include:

1. Section 303(d) – Impaired Waters List and Total Maximum Daily Loads
2. Section 319 – Non-point Source Management Program
3. Section 401 – State Water Quality Certification Program
4. Section 402 (p) – The National Pollutant Discharge Elimination System
5. Section 404 – Permits for Dredged or Fill Materials

### **CWA Section 303(d) – Impaired Waters List and Total Maximum Daily Loads**

This requires each state to identify waters that do not meet water quality standards after application of technologically-based controls. Applicable water quality standards include designated beneficial uses and adopted water quality objectives. Waterways are identified as designated Water Quality Limited Segments (WQLSs) and are prioritized for purposes of developing Total Maximum Daily Loads (TMDLs) and establishing Waste Load Allocations (WLAs) as well as Load Allocations (LAs). The TMDL is the sum of waste load allocations (WLAs) for point sources of pollution, load allocations (LAs) for non-point sources of pollution and natural background sources. Essentially the TMDL is the amount of a pollutant that can be discharged into a water body and still maintain water quality standards.

### **CWA Section 319 – Non-point Source Management Program**

Section 319 regulates non-point source pollutants, which enter water from diffuse sources. Non-point source pollutants are often chemicals from lawns, automobile residues or urban runoff that enter the wastewater stream and water supply in large quantities and sudden surges, largely due to storms. Although California adopted a Non-point Source Management Plan (NPSMP) in 1988, cities and counties have only recently begun adopting local implementing rules and regulations. Control of this type of pollution has proven to be difficult and is expected to require costly upgrades in existing facilities and permit costs, particularly for wastewater facilities with high rates of infiltration.

### **CWA Section 401 – State Water Quality Certification Program**

Prior to the issuance of federal CWA permits, the State Water Resources Control Board, through the regional boards, certifies the quality of surface waters pursuant to Section 401 of the Clean Water Act. Section 401 requires that activities/facilities discharging pollutants into waters must obtain a state water quality certification permit proving that the activity complies with all applicable water quality standards, limitations, and restrictions.



## **CWA Section 402 – National Pollutant Discharge Elimination System (NPDES)**

Municipalities, Publicly Owned Treatment Works (POTWs), and most industries in the United States are now required to obtain an NPDES permit for discharges, including storm water runoff. NPDES permits regulate discharge of “pollutants from point sources to waters of the United States” to ensure that the discharges do not adversely affect surface water quality or beneficial uses. NPDES permits are authorized by Section 402 of the Clean Water Act and Section 13370 of the California Water Code and the California Code of Regulations, Title 23, Chapters 3 and 4. The responsibility for issuing NPDES permits in California has been delegated to the regional water quality control boards, subject to review and approval by the Regional Administrator (US EPA Region IX, San Francisco).

## **CWA Section 404 – Permits for Dredged or Fill Materials**

Clean Water Act Section 404 permits are issued for the placement of dredged or fill materials into water including wetlands. The Section 404 permitting process is designed to ensure that the chemical, physical, and biological functions of the waters are protected. It includes mandatory measures to avoid, minimize, and mitigate impacts. The Section 404 permitting process is administered by the U.S. Army Corps of Engineers.

## **Coastal Zone Act: Reauthorization Amendments (CZARA) Section 6217 (g)**

The US EPA has identified measures to protect coastal waters from non-point source pollutants from agriculture. Specifically, the measures address erosion from cropland, application of nutrients/pesticides, confined animal facilities, grazing land, and cropland irrigation.

## **Safe Drinking Water Act of 1974 (SDWA)**

The SDWA required the EPA to identify potentially harmful contaminants in drinking water and to specify a maximum contaminant level for each contaminant. Water supply systems must meet these standards by using the best technology that is economical, available and technologically feasible.

The SDWA was amended in 1996 to require states to identify potential contamination threats and determine the security of drinking water sources. The amendment also required that qualified professionals operate water systems although California had already established a certification program. Other requirements include the following:

### **Consumer Confidence Reports**

Since 1999, public water systems must provide their customers with an annual water quality report providing data about the quality of the local drinking water, compliance with EPA's safety standards, sources of any contaminants, and potential health risks. The annual reports are included with water bills for systems with more than 10,000 customers; for smaller systems the information can be posted at a central location or published in local newspapers.

### **Water Conservation Plans**

In 1998, the EPA issued guidelines for water conservation plans for public water systems. Now states may require a water system to submit a water conservation plan consistent with the EPA guidelines as a condition of receiving a loan.

## Groundwater Standards

Most Americans rely on groundwater as their source of drinking water and tap water and several SDWA rules regulate groundwater protection. It protects underground sources of drinking water under the Underground Injection Control (UIC) program.

## Proposed Arsenic Standard

The EPA established the maximum allowable limit for arsenic in drinking water from 50 parts per billion (ppb) down to 5 ppb. Arsenic can produce a variety of health-related problems, including cancer, cardiovascular disease, neurological damage, and diabetes. Many water supplies in California are significantly higher than the 5 ppb level and would not meet the proposed standard without additional (and possibly very costly) treatment.

## B) CALIFORNIA LAWS AND REGULATIONS

### Porter-Cologne Water Quality Control Act of 1970

The California Water Code (CWC) is the principal state regulation governing the use of water resources within the State of California. This law controls water rights, the construction and management of dams and reservoirs, flood control, conservation, development and utilization of state water resources, water quality protection and management, and management of water-oriented agencies. The water quality provisions set forth in the CWC have been written to supplement provisions of the Health and Safety Code, Public Resources Code, Fish and Game Code, Food and Agriculture Code, Government Code, Harbors and Navigation Code, California Environmental Quality Act (CEQA) and California Endangered Species Act.

Division 7 of the CWC, the Porter-Cologne Water Quality Control Act of 1970, California 13000 to 14958, regulates water quality and pollution issues within California by protecting water quality and beneficial uses of all state waters. The Porter-Cologne Act is administered regionally by the State Water Resources Control Board and California Regional Water Quality Control Boards (RWQCB). While administration occurs at a regional level, regulations are promulgated on a statewide level to provide consistency. Aspects of the Porter-Cologne Act are similar to federal water quality regulations and programs.

The SWRCB and regional offices have broad powers and implement the CWA through the adoption of plans and policies, the regulation of discharges, the regulation of waste disposal

### California vs. Federal Regulations

#### Rules

California is fully authorized to administer the National Pollutant Discharge Elimination System (NPDES) for wastewater dischargers and follows federal standards for most effluent discharges and has procedures for obtaining wastewater discharge variances.

#### Administration and Enforcement

Regional WQCBs are responsible for the administration and enforcement of the water pollution control regulations in California.

#### Wastewater Permits

California has established its own fee structure for wastewater discharges into surface waters and storm water discharge permitting plans.

#### Monitoring

California requires monitoring of both surface water and groundwater and has established extensive recordkeeping requirements.

#### Operating Standards and Requirements

California has established effluent limitations, standards for pretreatment and thermal discharge standards. Some industries and publicly owned treatment works may be affected by additional monitoring requirements (California Toxics Rule).

#### Variances

The State also has procedures in place for dischargers to obtain alternate permit limitations.

#### Noncompliance

California has significant penalties for violations of its water pollution control regulations.

sites and the cleanup of hazardous materials and other pollutants. It also requires reporting of unintended discharges of any hazardous substance, sewage, or oil/petroleum product.

### **Proposition 65**

California's Safe Drinking Water Act, Proposition 65, regulates water facilities with 10 or more employees that manufacture, package, or operate in California or sell products in California. The Act prohibits these facilities from deliberately discharging listed chemicals into sources of drinking water.

### **Cal-Fed Water Program**

The Cal-Fed is a multi-agency cooperative water program that was created to address water issues and disputes in the State of California. Program participants include a wide range of special interests.

## **IV. PUBLIC AGENCY PROFILES**

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### **A) SUBREGIONAL AREAS AND AGENCIES**

Of the eleven public agencies in the Ojai-San Buenaventura service review area, five provide some form of wastewater services; two provide retail water service, and two are involved with groundwater issues. The City of San Buenaventura provides potable and reclaimed water as well as wastewater services to its residents. The Casitas MWD is primarily a wholesale water agency; however, it also provides recreational services some retail water and limited wastewater collection for portable sanitary facilities located in its recreational areas.

Each agency's services and service area are described below. Exhibit 2, Ojai-San Buenaventura Service Review Agencies, shows the services each agency provides in a tabular format.

### **Ojai-San Buenaventura Service Review Area**

- **Casitas MWD**

*The Casitas MWD supplies wholesale water, potable water to some areas, recreational services and water conservation programs. It also provides limited wastewater collection services for portable wastewater facilities.*

- **City of San Buenaventura**

*The City of San Buenaventura treats and distributes potable and reclaimed water as well as collects and treats wastewater.*

- **Meiners Oaks CWD**

*The Meiners Oaks CWD provides potable water to a service area encompassing approximately 1,300 acres.*

- **Montalvo MID**

*The Montalvo MID provides wastewater treatment and collection.*

- **Ojai Basin Groundwater Management Agency**

*The Ojai Basin Groundwater Management Agency monitors the quality and quantity of groundwater in the Ojai area. The agency does not provide direct water service.*

- **Ojai Valley Sanitary District**

*The Ojai Valley Sanitary District provides wastewater collection and treatment to the Ojai Valley north of the City of San Buenaventura.*

- **Ojai Water Conservation District**

*The Ojai Water Conservation District monitors the recharge of groundwater in the Ojai Valley area. The agency does not provide direct water service.*

- **Saticoy SD**

*The Saticoy SD provides wastewater collection and treatment to the unincorporated community of Saticoy.*

- **County Service Area #29 (North Coast)**

*Ventura County Service Area #29 operates and maintains a sewer system serving the coastal communities of Solimar beach, Faria Beach, Mussel Shoals and Seacliff. The Ventura County Board of Supervisors is the governing body of the agency.*

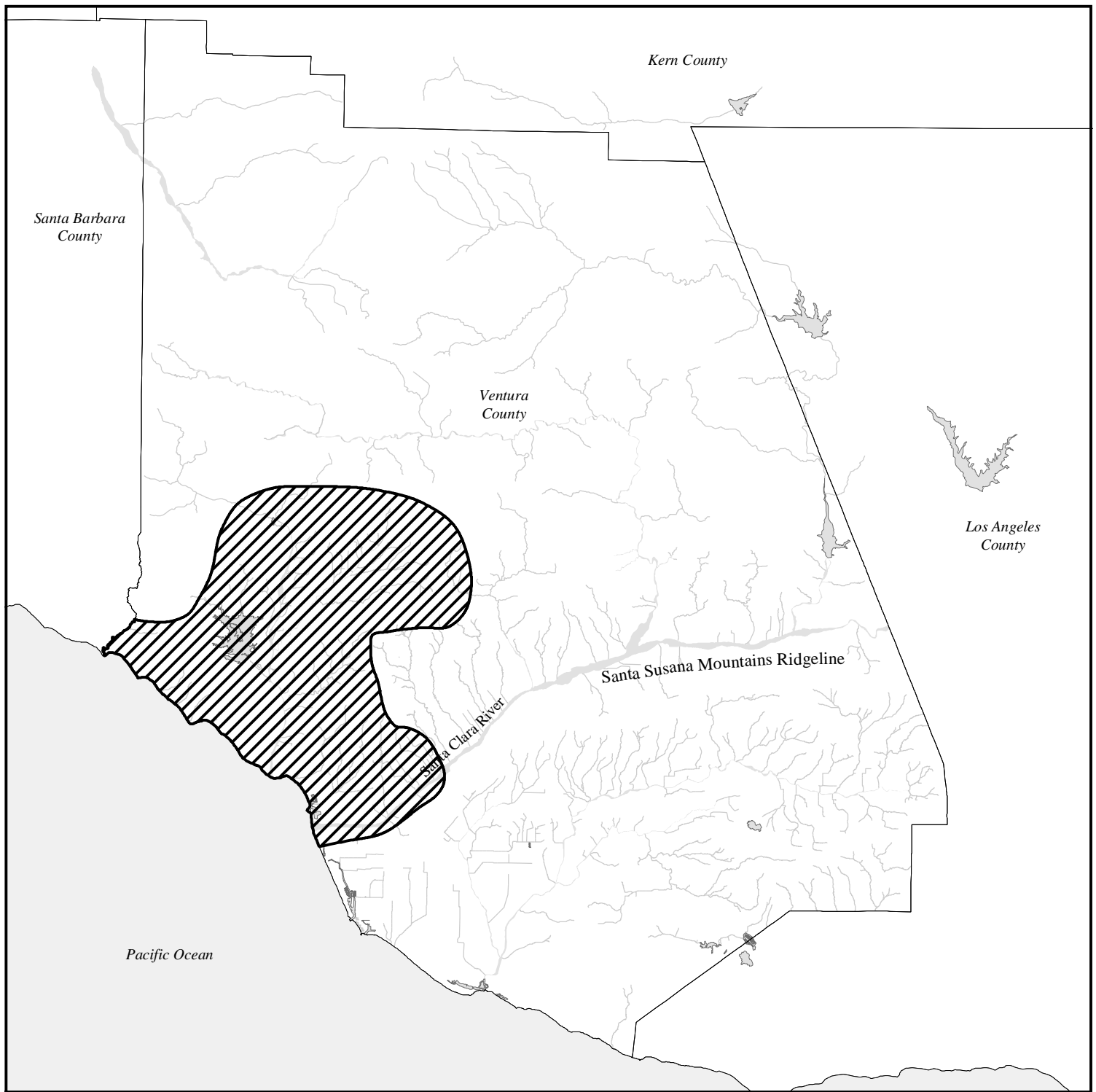
- **County Service Area # 32**

*Ventura County Service Area #32 permits and inspects on-site septic systems throughout Ventura County. The Ventura County Board of Supervisors is the governing body of the agency.*


- **Ventura River CWD**

*The Ventura River CWD provides domestic water and fire protection services to approximately 2,200 acres.*

A copy of the database report for each agency is included in Appendix A. Figure 1, Ojai-San Buenaventura Service Review Area, shows the regional location and general boundaries of the service review area addressed in this report.



**LEGEND**

 Ojai/Ventura Watershed Service Review Area

# Ventura LAFCO Ojai/Ventura Watershed Service Review Area

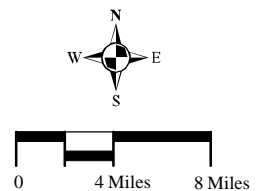


Figure 1

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Accurate as of 7/28/03

**Exhibit 2**

**Ojai-San Buenaventura Service Review Agencies**

Ojai-San Buenaventura Agencies	WATER SERVICES	Retail Domestic Potable Water	Wholesale Water	Water Treatment	Recycled-Reclaimed Water	Agricultural Water	Groundwater Management	Water Replenishment	Water Conservation	WASTEWATER SERVICES	Sanitary Sewer Collection	Sanitary Sewer Treatment	Septic System Monitoring & Maintenance
Casitas Municipal Water District	X	D	D	D	D	D	D	D	D	X	D		
City of San Buenaventura	X	D		D	D	D			D	X	D	D	
Meiners Oaks County Water District	X	D											
Montalvo Municipal Improvement District										X	D	D	
Ojai Basin Groundwater Management Agency	X						M						
Ojai Valley Sanitary District										X	D	D	
Ojai Water Conservation District	X						M	M	M				
Saticoy Sanitary District										X	D	D	
Ventura County Service Area No. 29										X	D	D	
Ventura County Service Area No. 32										X			D
Ventura River County Water District	X	D		D									

**Services Provided = X** (D=Direct, C=Contracted, M-Monitoring/Studies)

## V. GROWTH AND POPULATION

With 1,864 square miles, Ventura County is in the median range for size among California's 58 counties, but ranks 11th in population with a Census 2000 count of 753,000. The County's median household income is \$59,600, which is higher than both the State average and that of nearby counties. The median income in both the Ojai and San Buenaventura areas was slightly below the countywide median income and was estimated by the 2000 Census to be \$44,593 and \$52,298, respectively.

The urban density in Ventura County rose from 7.61 people per acre in 1990 to 7.75 in 2000, which mirrors the statewide trend of increasing urban densities. The City of San Buenaventura had an estimated urban density of 7.5 people per acre while the City of Ojai's urban density is substantially lower at approximately 3 people per acre. From 1990 to 2000, the Countywide population grew by 11.2%, City of Ojai by 3% and the City of San Buenaventura by 8%.

Using data from the Ventura Council of Governments (VCOG), the following table (Table 1, Ojai-San Buenaventura Service Review Area Population Projections) has been developed:

TABLE 1  
OJAI-SAN BUENAVENTURA  
SERVICE REVIEW AREA POPULATION PROJECTIONS

	FORECAST 2005	FORECAST 2010	FORECAST 2015	FORECAST 2020	FORECAST 2025
Population	262,947	274,440	286,436	297,289	308,059
Dwelling Units (DU)	100,911	104,424	108,205	111,800	115,395
<b>Countywide Total</b>	<b>796,387</b>	<b>836,186</b>	<b>874,881</b>	<b>915,005</b>	<b>951,080</b>
<b>DOF Totals for Ventura County</b>	<b>818,600</b>	<b>877,400</b>	<b>934,000</b>	<b>1,007,200</b>	

VCOG's figures project population growth of approximately 4% during the five-year increments. Population projections from the State of California department of Finance (DOF) have been included as a comparison to VCOG data. The DOF projections for Ventura County project an increase in population of approximately 6%-7% during the same five-year periods.

Agencies included in the service review were asked to provide the estimated population as of 1/2003 for their existing service area. The data is summarized in Table 2, Agency Projections of Current Population. Agencies that either did not answer the question or did not know the population of their agency are entered as "None Reported". The population estimates provided by the agencies are obviously incomplete; it is unrealistic to expect that the service review area, which has only a 10% increase in population over the previous decade, would have a 50% increase in the next two years. Accurate population projections are critical for predicting future service demands and the lack of a generally accepted, consistent source and methodology for projecting future growth and population projections is an issue in the Ojai- San Buenaventura service review area.

Of the agencies that answered the question “How does your agency determine the projected growth within its current boundaries including sphere of influence?” four agencies (Casitas MWD, Meiners Oaks CWD, Montalvo MID and Saticoy SD) noted that the service area was built-out and no growth was expected. While this may be accurate for the Meiners Oaks CWD, Montalvo MID and Saticoy SD, it seems inconsistent with VCOG and DOF population estimates for the Casitas MWD service area.

The City of San Buenaventura noted that their population projections were based on their General Plan. CSA #29 uses population projections prepared by the Southern California Association of Governments (SCAG), the Ventura Council of Governments (VCOG) and Ventura County.

The Ventura River CWD has a computerized system that can accurately locate parcels within its agency boundaries that might be expected to develop. The District also noted that it expected that there would be more increased service demands from lot splits and ancillary units than from growth.

TABLE 2  
AGENCY PROJECTIONS OF  
CURRENT POPULATION

AGENCY	ESTIMATED POPULATION 1/2003
Casitas MWD	67,785
San Buenaventura	106,848
Meiners Oaks CWD	4,000
Montalvo MID	1,200
Ojai Basin GMA	None Reported
Ojai Valley SD	None Reported
Ojai Water CD	None Reported
Saticoy SD	1,000
CSA #29	1,053
CSA #32*	*
Ventura River CWD	5,988
<b>Total</b>	<b>120,089</b>

*\*The service area of CSA#32 encompasses  
Ventura County*

The final OPR Guidelines for Municipal Service Reviews recommended that service review reports address environmental justice issues, including the provision of affordable housing. Housing affordability is an increasingly important issue in Ventura County, with a significant number of households in the region paying more than 40% of the household’s total income for housing. Of the 11 agencies included within the Ojai-San Buenaventura service review report, only the City of San Buenaventura provides both water/wastewater services and has responsibility for meeting regional “fair share” housing goals. Affordable housing information from both the City of San Buenaventura and Ventura County, for the unincorporated areas, is summarized in the following paragraphs. Ventura County’s Housing Element has been approved by the Housing and Community Development Department of the State of California; the City’s is being reviewed.

The Ventura County General Plan (2001) establishes housing objectives for the unincorporated area for the period from 1998 to 2005. The affordable housing objectives were assigned to the County by SCAG and are shown in Table 3, Regional Housing Objectives for Unincorporated Areas.



TABLE 3  
REGIONAL HOUSING OBJECTIVES FOR UNINCORPORATED AREAS

INCOME CATEGORY	SCAG HOUSING OBJECTIVES	% OF NEEDS BY INCOME CATEGORY	ANNUAL HOUSING NEEDS	% OF HOUSING OBJECTIVES BEING MET
Upper	690	41%	92	70%
Moderate	334	20%	45	115%
Low	250	15%	33	160%
Very Low	404	24%	54	70%
<b>TOTAL</b>	<b>1,678</b>	<b>100%</b>	<b>224</b>	<b>92%</b>

Source: SCAG - May 2, 2000

Housing prices and rents for apartments are relatively high in the City of San Buenaventura. In 2000, the median sales price of new and existing single-family homes was \$239,000 for a two-bedroom unit and as of January 2001, the average apartment rent was \$879 for a one-bedroom unit with vacancy rates averaging approximately 2%.

Economic studies for the City project employment to grow from between 10,000 to 15,000 jobs generating demand for additional housing for a wide range of income levels. However, a significant portion of the City's workforce is employed in lower-paying occupations (i.e., retail workers, service employees, and agricultural workers) that are in particular need of housing assistance.

The City has adequate land to address its remaining regional housing needs of 1,230 new units through 2005 although over 40% of this development is dependent on intensification of underutilized sites.

In terms of environmental justice concerns, the agencies that responded to service review questionnaire do not discriminate between economic or ethnic groups in terms of rates of service delivery. Most water and wastewater providers have programs to help customers reduce costs. No other significant issues were noted.

## VI. INFRASTRUCTURE

The legislation requiring service reviews provided little direction to LAFCOs for evaluating infrastructure needs and deficiencies. The Governor's Office of Planning and Research (OPR) developed Service Review Guidelines, which were finalized in August of 2003, included twelve suggested factors LAFCOs could use in identifying an agency's infrastructure needs and deficiencies. Several of the factors, including governmental structure options, duplicative facilities and locations of facilities, have been addressed in other portions of this report.

The Ventura LAFCO service review questionnaire used the presence and frequency of master plans as well as an annual capital improvement (CIP) budget as a means of assessing an agency's process of evaluating infrastructure needs and deficiencies. Master plans and CIPs, as plans for future service needs, are public documents reviewed the governing body, other affected agencies and the public. Agencies that are small, provide limited service, or are fully

built-out may not have master plans; however, most public agencies prepare annual CIP budgets as a means of meeting current and future service needs.

Agencies were asked the date of the current master plan and previous master plan. While there are no established standards for the frequency of preparation, typically master plans for water and wastewater agencies are prepared every 5-10 years. The type of service area (i.e., level of development, rate of growth or presence of growth control initiatives) can also affect the frequency of preparation. Table 4, Master Plans and CIPs, shows the agencies and information regarding master plans and capital improvements budgets.

TABLE 4  
MASTER PLANS AND CIPS

	WATER MASTER PLAN	DATE	CIP BUDGET	WASTEWATER MASTER PLAN	DATE	CIP BUDGET
Casitas MWD	None Reported	None Reported	Yes			
San Buenaventura	Yes	1993	Yes	Yes	1997	Yes
Meiners Oaks CWD	None Reported	None Reported	None Reported			
Montalvo MID				No	NA	Yes
Ojai Basin GMA	Yes	1994	No			
Ojai Valley SD				No	NA	Yes
Ojai Water CD	NA	NA	NA			
Saticoy SD				No	NA	Yes
CSA #29				No	NA	No
CSA #32				NA	NA	NA
Ventura River CWD	No	NA	Yes			

The service review questionnaire also asked for a wide range of information regarding the capacity, age, storage, peak demand and sources of water. The data was collected to allow Ventura LAFCO to adopt the legally required determinations for service reviews while also building a database of information that could be used to analyze and update spheres of influence and future annexation/detachment proposals.

Table 5, Water System Information, depicts data obtained from responses to the service review questionnaire regarding number of customers, capacity and the system/facilities of the retail systems.

TABLE 5  
WATER SYSTEM INFORMATION

	TOTAL # OF CONNECTIONS	MILE OF LINES	STORAGE	ESTIMATED PEAK DEMAND	ESTIMATED PEAK CAPACITY	PERMITS CURRENT
Casitas MWD	2,958	91	26 mg	100 cfs	100 cfs	Yes
City of San Buenaventura	29,200	400	60 mg	22,503 AF	26,500 AF	Yes
Meiners Oaks MID	1,266	None Reported	None Reported	None Reported	None Reported	None Reported
Ventura River CWD	2,108		2.5 days	1,400 gpm	2,200 gpm	Yes

Infrastructure needs and deficiencies were adequately addressed by the City of San Buenaventura through its master plans, Biennial Water Supply and Urban Water Management Plans. Of the agencies that reported being built-out with no growth expected, Montalvo MID, Saticoy SD and the Ventura River CWD have annual CIP programs, which address infrastructure needs and deficiencies. The Meiners Oaks CWD and Ojai Water Conservation District did not report master plans, annual CIP programs or include budgeted amounts for capital improvements.

The Ojai Basin Groundwater Management Agency provided a copy of their 2002-2003 Annual Report. The Ojai Water Conservation District, which is a member of the Ojai Basin GMA, noted that demands for additional water from Lake Casitas for steelhead trout habitat could result in rationing of water for agricultural use and in the subsequent increased reliance on ground water. The Ojai Water CD suggested that the Ojai Basin GMA study the storage capacity of the basin. This issue is especially important since groundwater supplies more than 50% of the total water used in the Ojai Basin service area. There are currently 111 active wells (out of 174 recorded wells) in the Ojai Basin GMA service area with approximately 4,000 af extracted annually. 45 wells are dedicated to agricultural use which also accounts for approximately 54% of the total amount of groundwater used. In 2002, approximately 5,000 af of groundwater was extracted. The future use of groundwater in the Ojai Valley area is an issue for the service review area.

A related issue specific to Ventura County and important in the Ojai-San Buenaventura service review area is the presence of private and mutual water companies and their impact on water supply and demand. Although private water service providers, both investor-owned and mutual, are outside LAFCO's jurisdiction, they serve important roles in the provision of service. Some of the larger private and mutual water agencies are virtually indistinguishable from public agencies; they plan for present and future infrastructure needs, meet all regulatory requirements and have adequate financial resources. In the Ojai-San Buenaventura service review area, several of the private and mutual water companies participate in regional groups such as the Ojai Basin Groundwater Management Agency and the Ventura River Habitat Conservation Plan. However, other small private and mutual water companies may difficulty reaching economies of scale and may have issues with water quality, water supply and/or infrastructure.

It is sometimes difficult for local agencies and customers to obtain rate, capacity and other information about private/mutual water purveyors. Planning for Ventura County's future infrastructure needs and deficiencies must include appropriate information from all water agencies. It is suggested that the Ventura LAFCO database be expanded to include information

regarding private and mutual water companies in order to more accurately assess present and probable service demand and supply.

### A) WHOLESALE WATER

The Casitas MWD is the wholesale agency for the service review area.

### B) WASTEWATER AGENCIES

Wastewater agencies and departments were asked a similar series of questions about the capacity of their facilities. Agency responses and additional information taken from the State Water Resources Control Board report, "Wastewater User Charge Survey Report FY 2001-02", are summarized in the Table 6, Wastewater Agency Information.

TABLE 6  
WASTEWATER AGENCY INFORMATION

	TOTAL # OF CONNECTIONS	RATED CAPACITY (MGD)	ADWF* (MGD)	TREATMENT LEVEL	MILES OF LINES	PERMIT VIOLATIONS
San Buenaventura	24,657	14	9.3	Tertiary	375	Yes
Montalvo MID	1,280	0.36	0.300	Secondary	8	No
Ojai Valley SD	7,500	3	1.950	Tertiary	120	Yes
Saticoy SD	817	0.25	0.100	Primary	3	No
CSA # 29	317	**	0.085	Secondary	None Reported	No
<b>Total</b>	<b>34,571</b>	<b>12.9</b>	<b>10.8</b>			

\*Average Dry Weather Flow; \*\*CSA#29 discharges wastewater to the City of Oxnard system.

Of the agencies providing wastewater services, one (City of San Buenaventura) currently provides reclaimed water, one (Saticoy SD) is currently working with two other jurisdictions to provide water reclamation and one (Ojai Sanitary District) is considering the provision of reclaimed water. There may be possibilities for increasing water reclamation in the Ojai Valley, which have been discussed in Section X, Opportunities for Shared Facilities.

## VII. FINANCING CONSTRAINTS AND OPPORTUNITIES

To evaluate financial constraints and opportunities in relation to existing and projected service needs, the service review questionnaire collected data regarding total revenues and expenditures, bond ratings, reserve levels and the presence of audits.

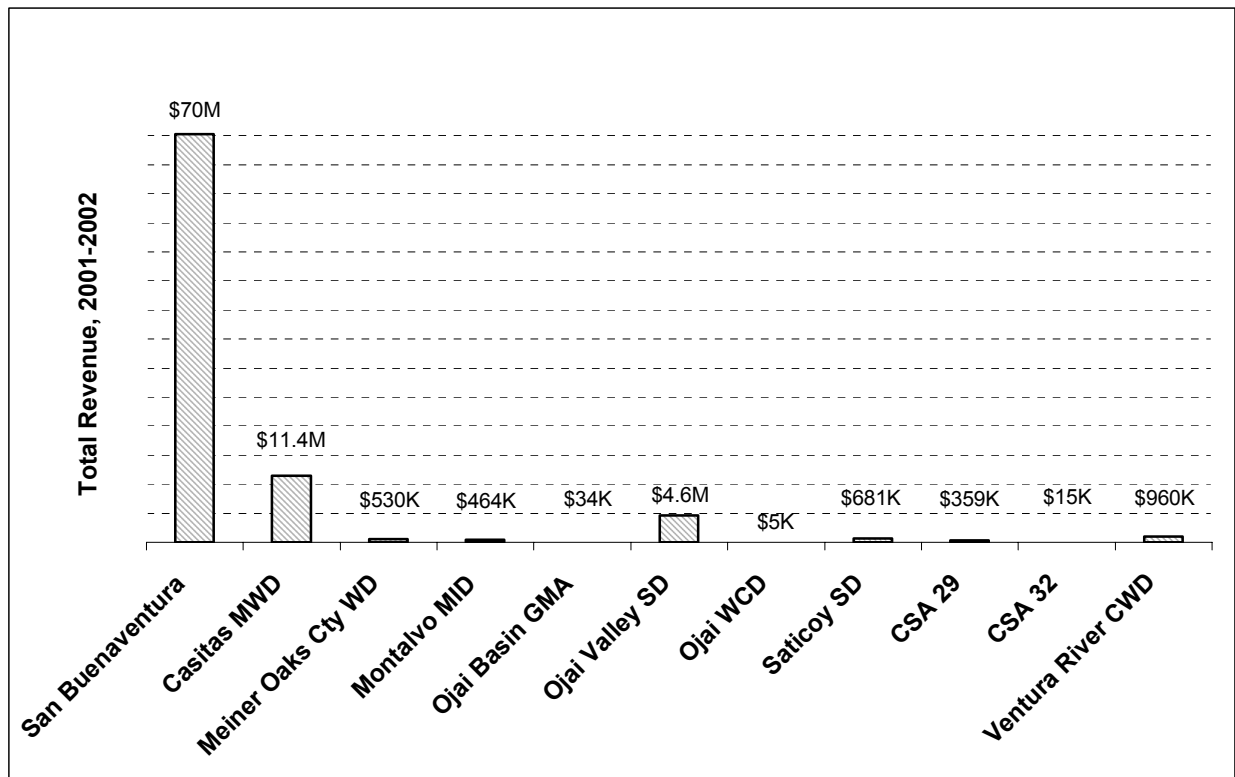
Agencies were also asked to identify any financing constraints and opportunities that affect the service provided and the infrastructure needs. The intent was to find any specific constraints or opportunities beyond existing legislative, political and governmental regulations. Few agencies identified any additional financing constraints except for the limits placed on them by their size and by increased regulations. Most agencies noted that their governing board looked at rates annually to ensure a balance between rates and capital needs.

The service review questionnaire asked agencies to provide total revenues, revenue sources, CIP budget and reserves for the previous three fiscal years, which is summarized in tables contained in Appendix B.

No significant financial opportunities and constraints were noted for the agencies. However, some of the smaller agencies in the Ojai-San Buenaventura service review area cannot always find economies of scale or may not be able to use some financing mechanisms available to larger agencies.

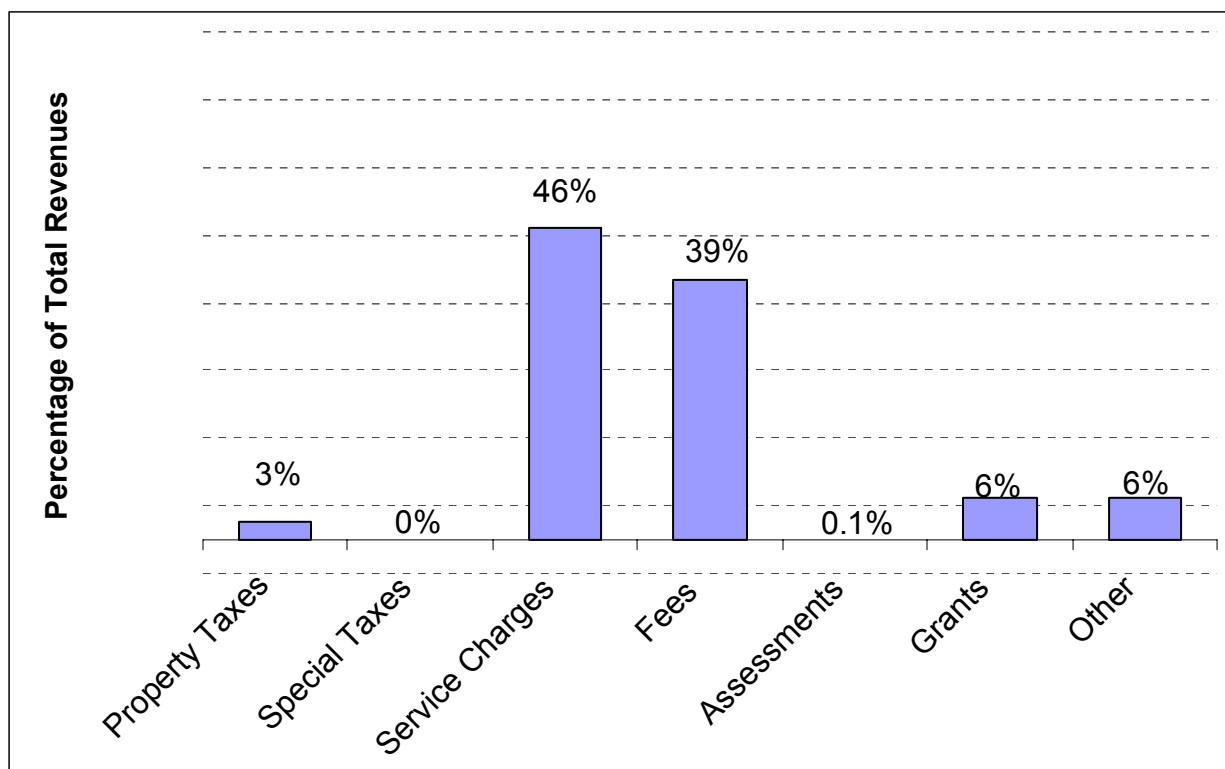
Exhibit 3, Agency Revenue Comparison, and Exhibit 4, Aggregate Sources of Agency Revenue, compare total revenues for all agencies and aggregate sources of revenues. Data from FY 2001-2002 was used to compare actual numbers. The information for the City of San Buenaventura includes both water and wastewater revenues.

Exhibit 3  
2001-2002 AGENCY REVENUE COMPARISON



As enterprise activities, the primary revenue source for all water and wastewater agencies comes from service charges and fees directly related to the provision of services. Other income generally comes from interest from various funds. Exhibit 4, 2001-2002 Aggregate Sources of Agency revenues, shows that water and wastewater agencies, as enterprise funds, derive by far the majority of their income from service charges and fees. Approximately 50% of the total aggregate revenue in the Ojai-San Buenaventura service review area came from the Casitas MWD's water sales and charges; Casitas also received a \$3,000,000 grant during the same fiscal year.

Exhibit 4  
2001-2002 AGGREGATE SOURCES OF AGENCY REVENUES



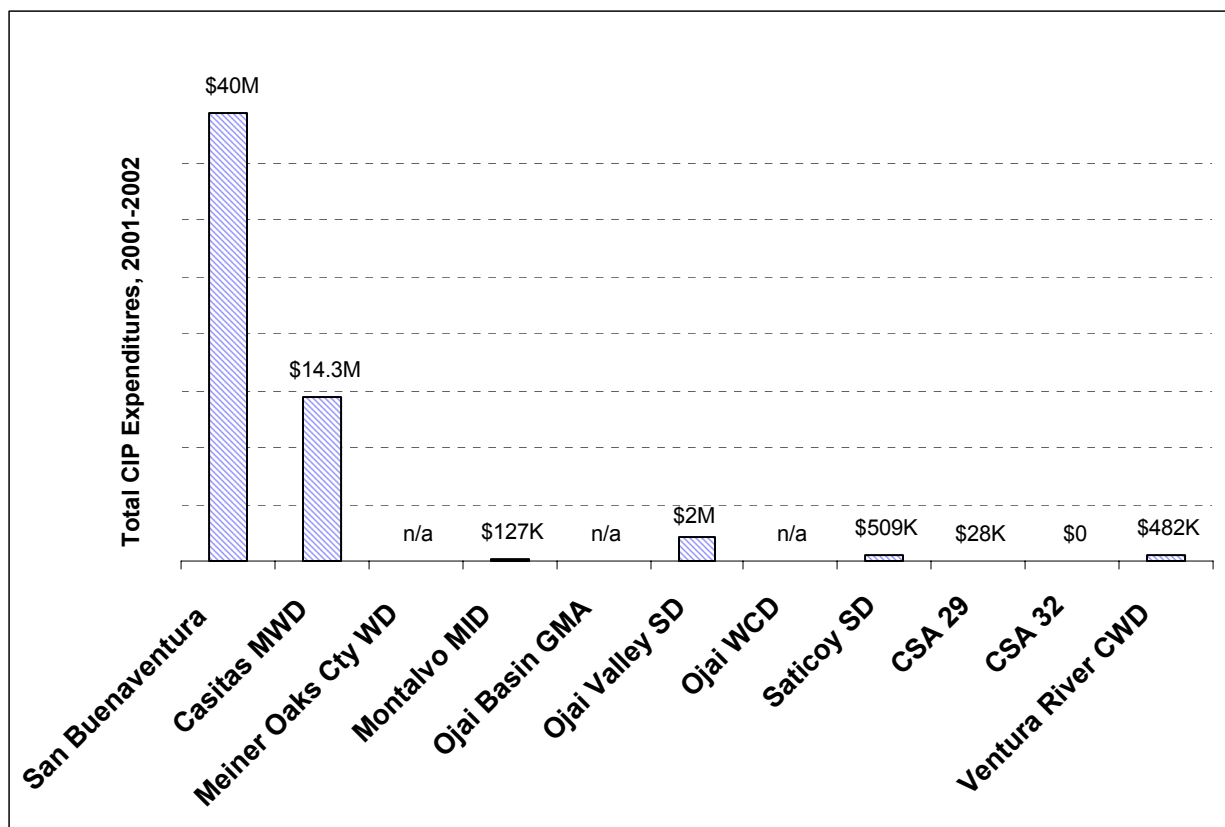
The amount of property tax revenue each agency received during FY 2001-2002 is shown in Table 7, 2001-2002 Property Tax Revenue. Property tax revenue for the City of San Buenaventura was not included in this report; it was assumed that property taxes are not used by the City to fund enterprise activities.

TABLE 7  
2001-2002 PROPERTY TAX REVENUE

	PROPERTY TAX REVENUE
Casitas MWD	\$880,000
San Buenaventura	
Meiners Oaks CWD	\$23,967
Montalvo MID	\$178,169
Ojai Basin GMA	0
Ojai Valley SD	\$187,900
Ojai Water CD	\$3,911
Saticoy SD	\$16,000
CSA #29	0
CSA #32*	\$1,920
Ventura River CWD	\$19,358
TOTAL	\$1,311,225

A comparison of the capital improvement budgets for the Fiscal Year 2001-2002 is shown in Exhibit 5, 2001-2002 Agency CIP Comparisons. As with revenues, the CIPs for the water and wastewater departments of the City of San Buenaventura have been combined.

Exhibit 5  
2001-2002 AGENCY CIP COMPARISON

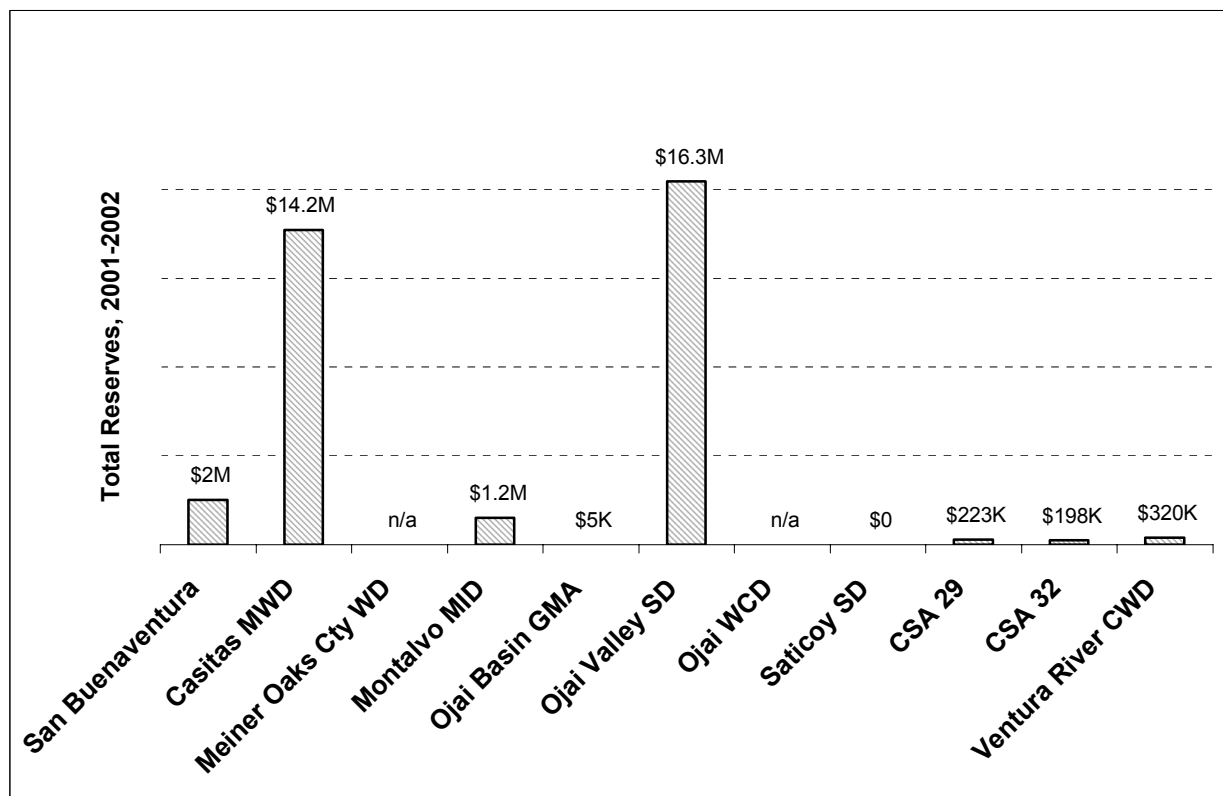


Data about agency reserve levels was also collected as part of the service review. The issue of reserve levels was raised as a general statewide concern in the 2000 Little Hoover Commission report on special districts. That report concluded that some agency reserves appear unreasonably large, are not integrated into infrastructure planning and are obscure. Data collected for this service review did not find that the agencies in the Ojai-San Buenaventura service review area showed evidence of the concerns noted by the Little Hoover Commission for agencies in other parts of California.

Ventura LAFCO asked agencies to report reserves in the categories of operating, capital, rate stabilization, restricted and other for the previous three fiscal years. Exhibit 6, 2001-2002 Aggregate Agency Reserve Comparison, compares combined reserve amounts.

Setting specific levels of reserves for the diversity of agencies addressed in this service review report is impracticable. The different services, service areas, customer bases, condition of infrastructure, capital improvement programs and other issues require reserve levels specific to each agency. Agencies with large reserves typically have major, long-term capital improvement projects. For example, the Ojai Valley Sanitary District apparently has substantial reserves; however, their reserves are earmarked for collection systems improvements (20%), treatment plant upgrades/expansions (40%) and restricted reserves for bonds (30%). All reserve levels reported by the agencies were clearly segregated into the uses for the reserves—operating and rate stabilizations, restricted debt reserves and capital reserves funds.

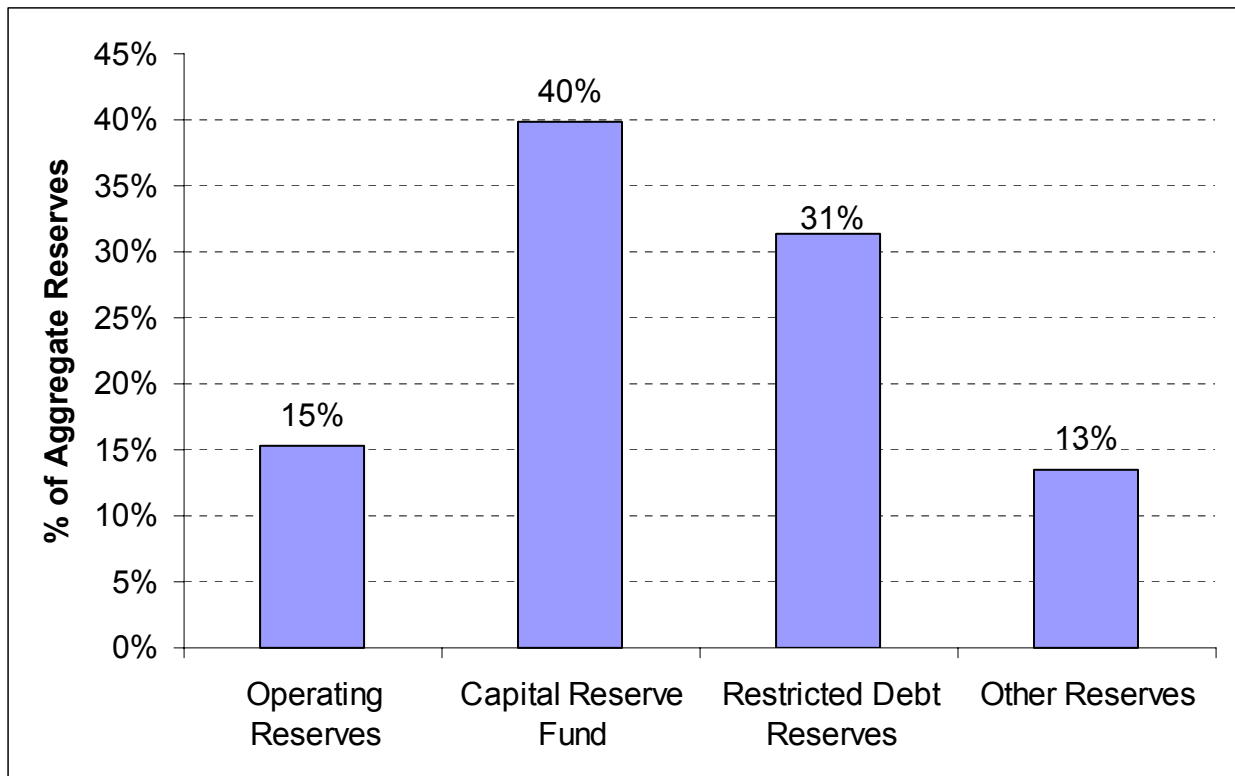
Exhibit 6  
2001-2002 AGENCY RESERVES COMPARISON





In the service review questionnaire, agencies were asked to report operating reserves and operating/rate stabilization reserves separately. Operating reserves were defined as unallocated general reserves that are set-aside for budgetary shortfalls or for purposes not otherwise specifically designated. Operating and rate stabilization funds were defined as funds used to temper short-term fluctuations in delivery costs and to maintain constant and predictable rates to customers. Due to an error in the service review questionnaire, these definitions were not clear and some agencies noted in their responses that the two categories were typically considered the same. Therefore in Exhibit 7, Aggregate Reserves by Category, the two categories of reserves, Operating and Operating/Rate Stabilization, were combined.

Exhibit 7  
AGGREGATE RESERVES BY CATEGORY



As mentioned previously, there are no generally accepted levels for operating reserves. However, the Little Hoover Commission report noted that the International City Managers Association recommends, as one criteria of solvency, that a city government have three months of operating expenses in reserves. Using that criterion, Table 8, Estimated Three Month Reserves, shows the estimated monthly and three month total of operating expenses for each agency, the combined amount of Operating/Operating and Rate Stabilization reserves and the number of months of operating reserves reported by the agencies. In general, special districts have more than three months operating reserves due to fluctuations in costs and the absence of other reserves often held by municipalities.

TABLE 8  
ESTIMATED 3-MONTH RESERVES

	ESTIMATED MONTHLY OPERATING EXPENSES	ESTIMATED THREE MONTH OPERATING EXPENSES	TOTAL OPERATING RESERVES	NUMBER OF MONTHS OF OPERATING RESERVES
Casitas MWD	\$1,465,154	\$488,384	\$2,987,913	6
San Buenaventura				
Meiners Oaks CWD	Expenses Not Reported	Expenses Not Reported	\$251,000*	
Montalvo MID	\$33,879	\$101,639	\$400,000	12
Ojai Basin GMA	\$2,682	\$8,047	None Reported	
Ojai Valley SD	\$27,436	\$329,871	\$1,792,704	5
Ojai Water CD	\$419	\$1,258	None Reported	
Saticoy SD	\$27,436	\$82,310	None Reported	0
CSA #29	\$27,436	\$82,319	\$70,000	3
CSA #32*	\$2,626	\$7,879	\$8,944	3
Ventura River CWD	\$59,984	\$179,953	\$320,000	5

\* Operating reserves for FY 2000-2001

## VIII. COST AVOIDANCE OPPORTUNITIES

In evaluating cost avoidance opportunities, Ventura LAFCO examined current practices used by the agencies to reduce or avoid costs including the use of outside vendors and contractors. Overlapping or inefficient service boundaries were also examined as a means that Ventura LAFCO can use to encourage efficiently provided water and wastewater services and avoid costs.

As part of the service review process, all water and wastewater agencies were given LAFCO-generated maps of their jurisdictional and sphere of influence boundaries. Agencies were asked to note on the maps:

- Areas of duplication of planned or existing facilities with another agency
- Areas better served by another agency

- Areas better served by the responding agency
- Areas outside the agency's boundaries which currently receive service
- Areas difficult to serve or with illogical boundaries

Ventura LAFCO and the consulting team mapped the changes noted by the agencies and labeled them as "special study areas". During interviews, the staff of some agencies also noted areas with service issues, which were also mapped. The service provision issues of the special study areas were not studied in depth as part of the service review. The purpose was to update the Ventura LAFCO GIS-based maps so staff could use them for future studies as well as a means of ranking subsequent SOI studies

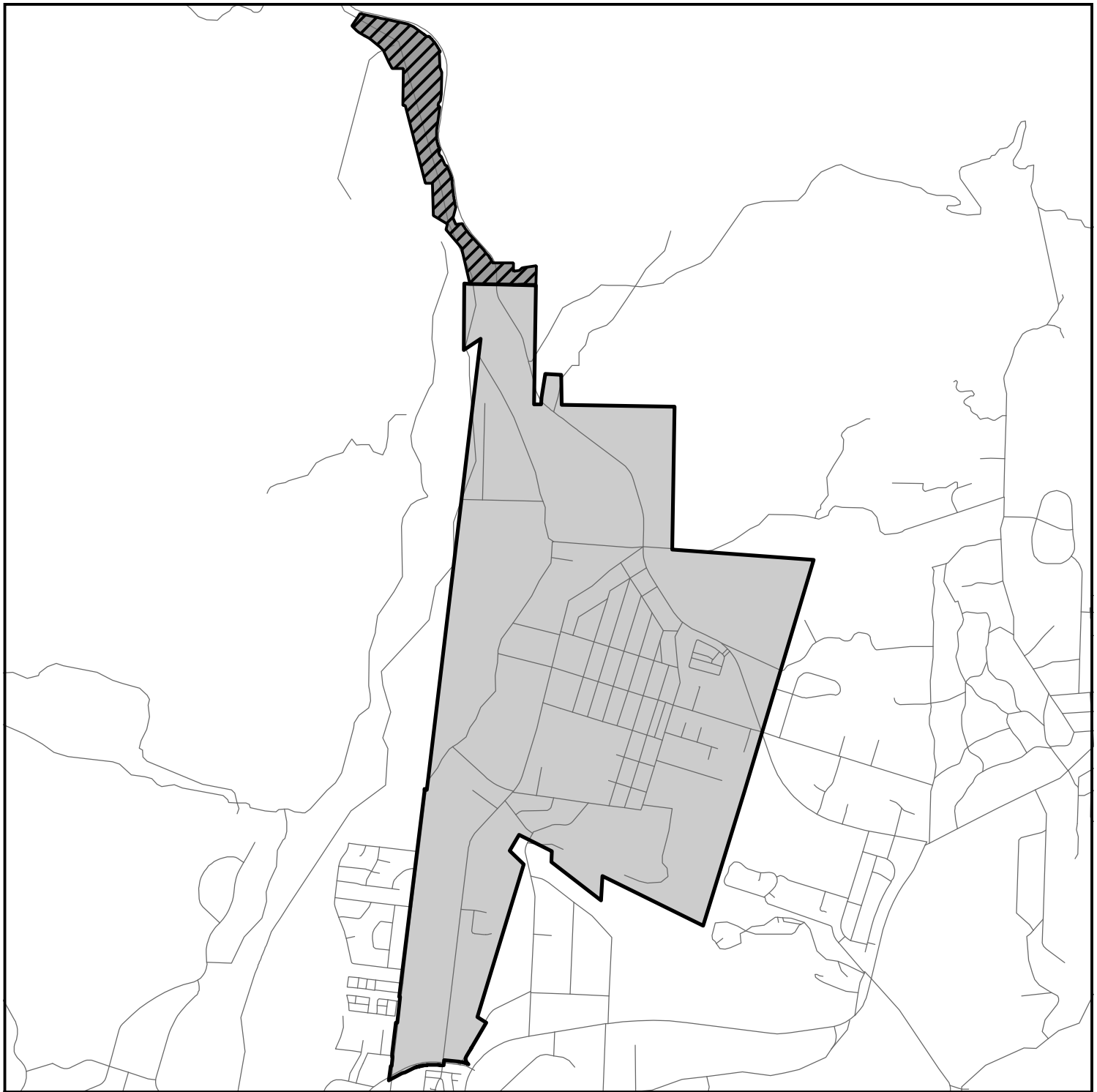
Table 9, Special Study Areas, lists the agencies included within the Ojai-San Buenaventura service review area with special study areas and SOI issues. Maps for those agencies with issues or special study areas are also included and labeled as:

- ★ Figure 2 Meiners Oaks MWD
- ★ Figure 3 Montalvo MID
- ★ Figure 4 Ojai Valley SD
- ★ Figure 5 City of San Buenaventura
- ★ Figure 6 Ventura River CWD





Revised maps for all agencies with suggested study areas are included in the updated Ventura LAFCO GIS system.

TABLE 9  
SPECIAL STUDY AREAS

	SPECIAL STUDIES AREAS	SUMMARY OF ISSUE	ESTIMATED LEVEL OF ANALYSIS REQUIRED
Casitas MWD	None Noted	NA	Low
San Buenaventura	Yes	1) Discrepancies between SOAR, HVPA and SOI	Moderate
Meiners Oaks CWD	Yes	1) Agency facilities outside boundaries	Low
Montalvo MID	Yes	!) Discrepancy between SOI and current service area	Low
Ojai Basin GMA	None Noted	NA	Low
Ojai Valley SD	Yes	1) Areas outside agency receiving services 2) Areas within agency but outside SOI 3) SOI issues	High
Ojai Water CD	None Noted	NA	Low
Saticoy SD	None Noted	NA	Low
CSA #29	None Noted	NA	Low
CSA #32	None Noted	NA	Low
Ventura River CWD	Yes	1) Areas not in current SOI or requiring service	Low



#### LEGEND

-  Meiners Oaks County Water District Sphere
-  Meiners Oaks County Water District
-  Possible Sphere-of-Influence Change
-  Special Study Areas

## Ventura LAFCO Meiners Oaks County Water District

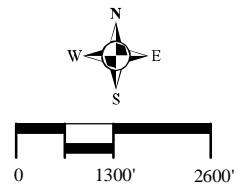
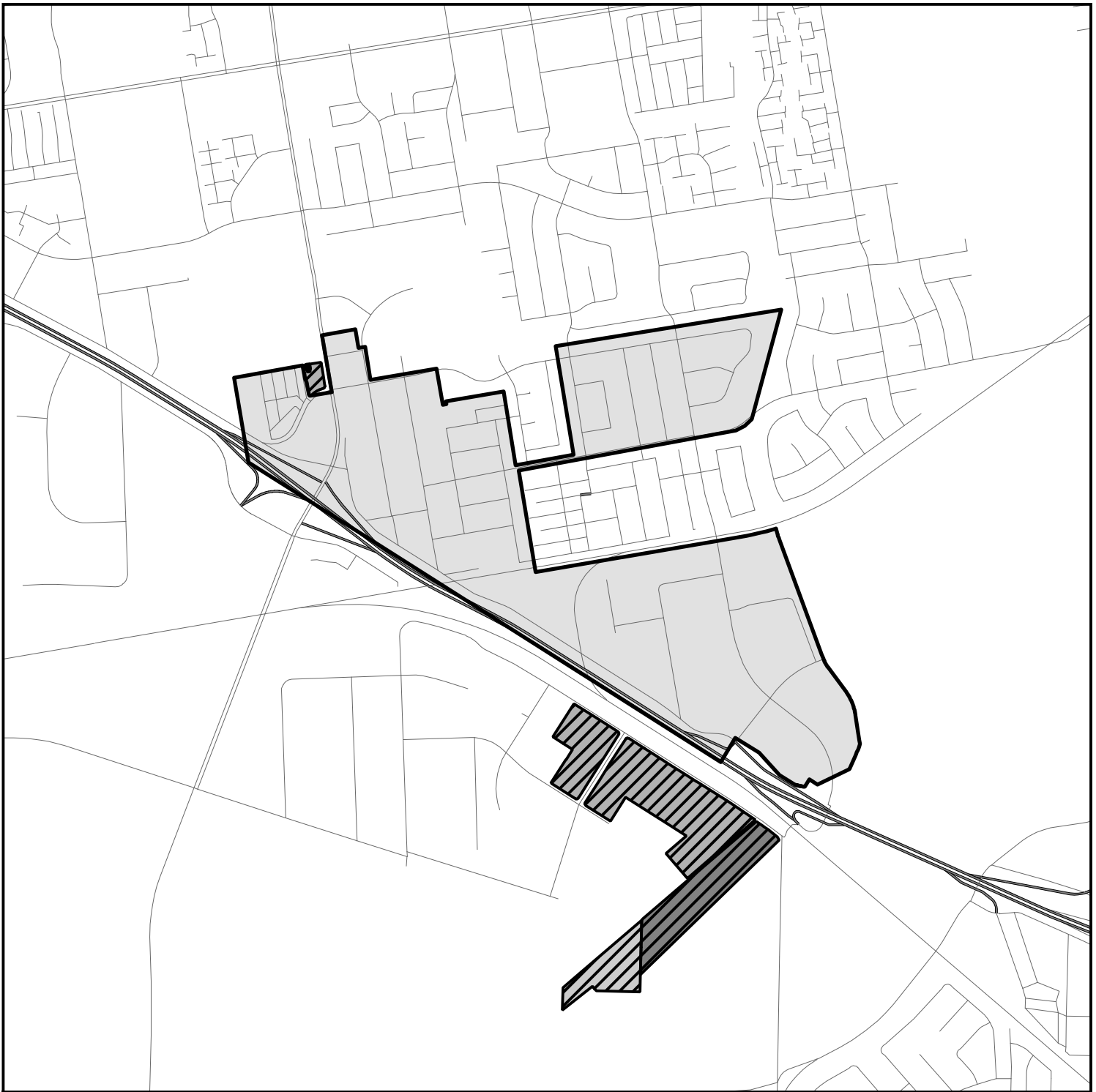


Figure 2







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Accurate as of 8/21/03



#### LEGEND

-  Montalvo Municipal Improvement District Sphere
-  Montalvo Municipal Improvement District
-  MMID Facilities
-  Areas Outside Sphere and District, but Served by MMID
-  Areas the MMID Could Serve (currently using septic systems)
-  Special Study Areas

## Ventura LAFCO Montalvo Municipal Improvement District

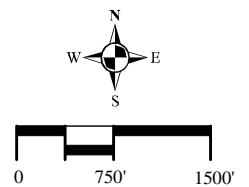
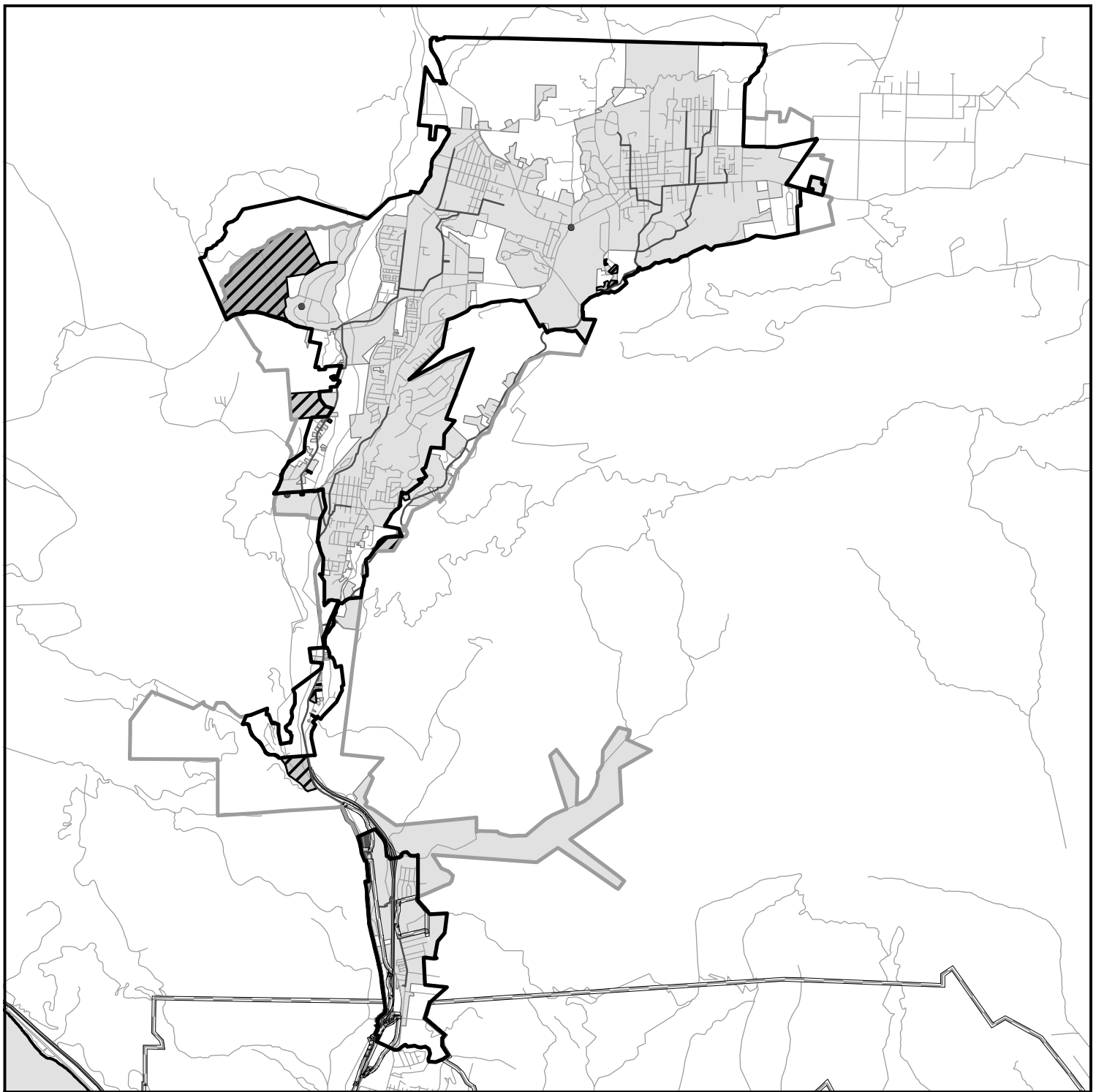


Figure 3









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Accurate as of 8/21/03



#### LEGEND

-  Ojai Valley Sanitary District Sphere
-  Ojai Valley Sanitary District
-  Possible Sphere-of-Influence Change
-  Areas inside sphere/outside agency
-  Areas outside sphere and agency, but served by Ojai Valley Sanitary District
-  Ojai Valley Sanitary District Facilities
-  Special Study Areas
-  Ventura SOAR/HVPA Boundary

## Ventura LAFCO Ojai Valley Sanitary District

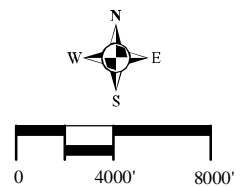
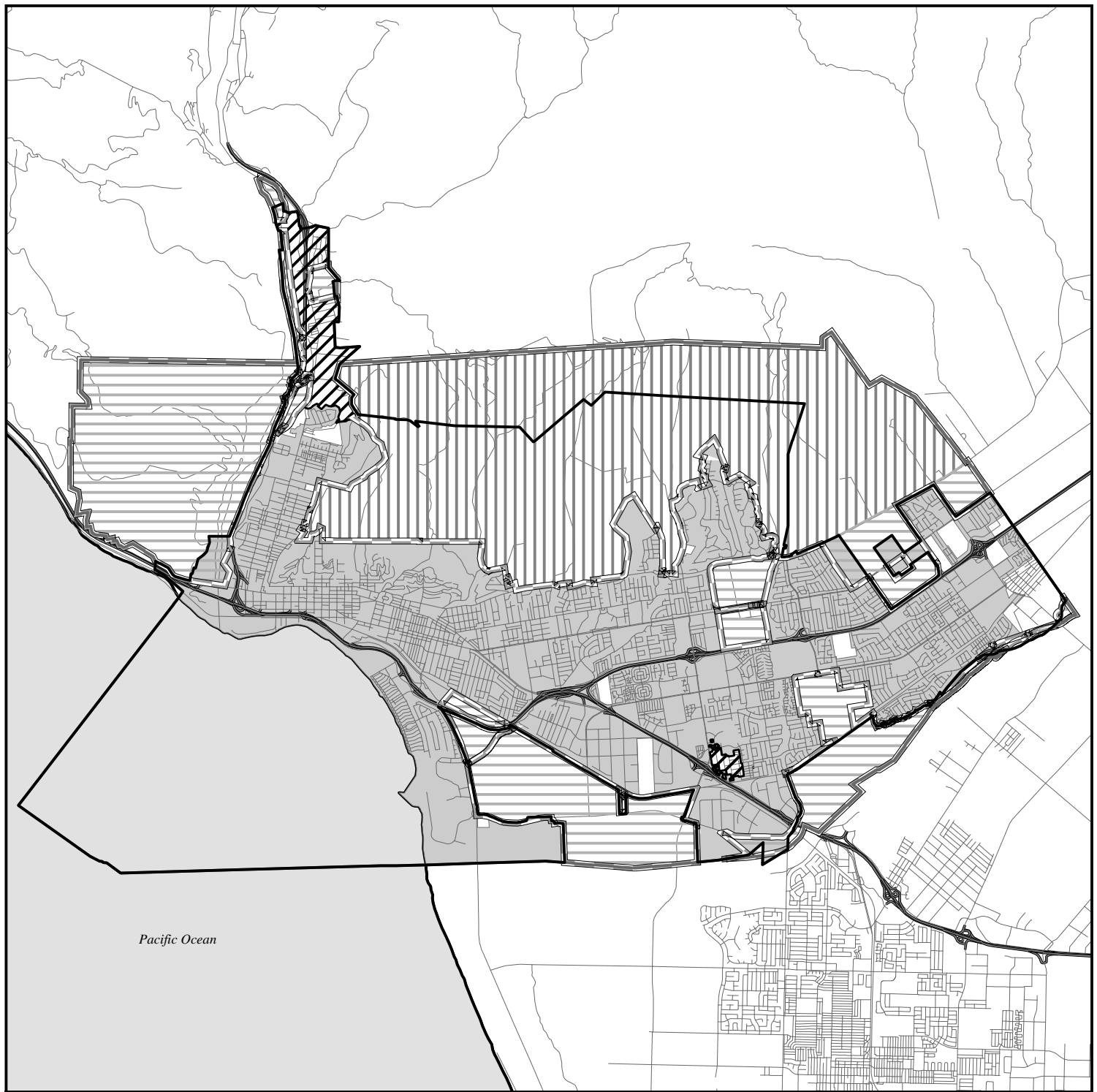


Figure 4








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Accurate as of 9/22/03



#### LEGEND

-  City of San Buenaventura Sphere of Influence
-  Possible Sphere of Influence Change
-  City of San Buenaventura
-  SOAR/HVPA Boundary
-  SOAR Area
-  HVPA Area
-  Special Study Areas

## Ventura LAFCO City of San Buenaventura

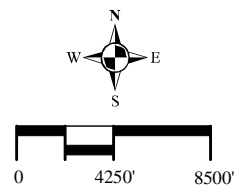


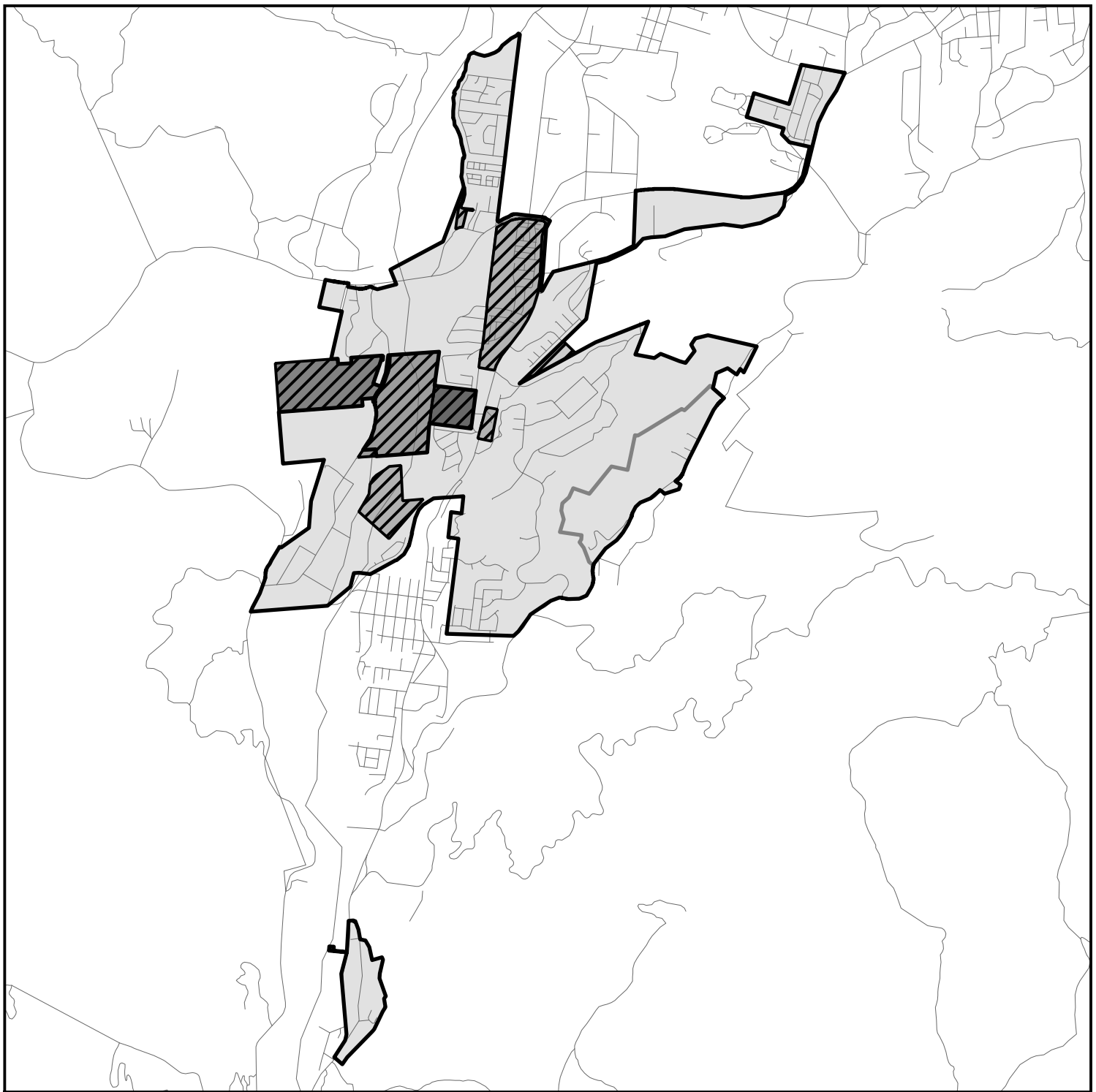
Figure 5

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Accurate as of 9/3/03





#### LEGEND

- Ventura River County Water District Sphere
- Possible Sphere of Influence Change
- Ventura River County Water District
- New VRCWD Facility
- Areas Inside Sphere, Outside District, Served by Others
- Served by Others, Better Served by VRCWD
- Areas Outside District, Served by District
- Areas Outside Sphere, Outside District
- Special Study Areas

## Ventura LAFCO Ventura River County Water District

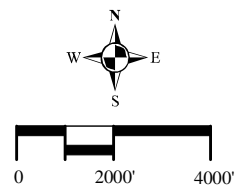


Figure 6

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Accurate as of 8/21/03



In the Ojai-San Buenaventura service review area, six of the eleven agencies (Casitas MWD, Ojai Basin GMA, Ojai Water CD, Saticoy SD, CSA #29 and CSA #32) had no special studies areas and updating the SOIs for these agencies should not require extensive analysis. While three other agencies—Meiners Oaks CWD, Montalvo MID and the Ventura River CWD—have special study areas identified, updating SOIs for these agencies is not expected to require extensive analysis. The special study areas for these three agencies include parcels where facilities are outside the existing agency boundaries or where future service may be needed. Two agencies, the City of San Buenaventura and the Ojai Valley SD, have special study areas or have SOI issues, which are discussed in subsequent paragraphs.

However, there are other issues, addressed in Section IX, Government Structure Options, which should be considered by LAFCO prior to updating any of the SOIs for the agencies in the Ojai-San Buenaventura service review area. In that section of this service review report, it is suggested that Ventura LAFCO either initiate a reorganization of water providers in the Ojai Valley or encourage the agencies to return to LAFCO with a reorganization proposal. While it is reasonable to allow the water agencies in the Ojai-San Buenaventura service review area adequate time to consider reorganizing, the schedule for updating the SOIs for Ventura County agencies may not permit an extensive period of time to examine all the potential government structure options. Therefore, it suggested that Ventura LAFCO consider adopting a policy for “zero” sphere of influence designations and consider applying that designation to the water providers in the Ojai-San Buenaventura service review area until a possible reorganization can be addressed. Annexations to an agency with a zero sphere might require more in-depth analysis or might be prohibited according to the policy developed.

It is also suggested that Ventura LAFCO consider a zero SOI for the Montalvo MID and Saticoy SD. The service provision issues for these agencies have also been addressed in Section IX, Government Structure Options.

## **A) CITY OF SAN BUENAVENTURA**

The SOI for the City of San Buenaventura has discrepancies between the SOAR/HVPA lines and the SOI as determined by LAFCO. While it is possible that not all the territory designated by the City’s SOAR/HVPA should be included in the SOI, it is expected that updating the SOI will require a moderate level of time and effort on the part of the Ventura LAFCO staff. There are also some discrepancies between the parcel lines in the GIS systems of LAFCO and the City and, while reconciling the two systems may not be complex, it will also require additional effort.

## **B) OJAI VALLEY SD**

The Ojai Valley SD has boundary and SOI issues, which will need more analysis by the Ventura LAFCO staff. The District was formed in May 1985 as a result of the consolidation of the Ventura Avenue, Oak View, and Meiners Oaks Sanitary Districts, and the Sanitation Department of the City of Ojai. The predecessor agencies were formed in the early 1960's in conjunction with construction of the Oak View Treatment Plant. During the reorganization of the four agencies a service area that included the Ojai Valley between ridgelines was opposed at LAFCO. As a result, the final agency and SOI boundaries were not always consistent with service provision.

A possible SOI has been suggested for the Ojai Valley SD as part of this service review. The suggested SOI includes areas which currently receive service from the District but which are

outside the agency boundaries and/or SOI or areas that have a potential to be developed consistent with existing SOAR and greenbelt lines. The suggested SOI primarily addresses three major areas, which are:

### **Creek Road**

The District currently has a sewer line in Creek Road. The suggested SOI includes some areas, which currently receive wastewater service but are not within the SOI. Typically SOI lines follow property lines but some properties along Creek Road that currently receive sewer service are zoned either Agricultural Exclusive or Open Space. These land use designations limit the future demand for sewer service. For example, a portion of the winery/vineyard located along Creek Road currently receives sewer service but the remainder of the property, consisting of agricultural uses and hillsides, is not expected to need service in the future. The suggested SOI includes only that part of the winery/vineyard receiving service but does not follow the property line.

### **Western Area and Live Oaks Acres**

In these areas properties currently receiving wastewater service or expected to need it within the next 10-15 years have been included in the suggested SOI. The Ojai Valley SD currently has sewer lines in the area.

### **Eastern Area**

The District has a sewer line in Ojai Avenue that ends at St Joseph Hospital and in Grand Avenue that ends at Orange. While not currently receiving wastewater service, the areas might require sewer service within the next 10-15 years and should be considered for inclusion in the Ojai Valley's SOI.

## **c) OTHER COST AVOIDANCE OPPOTUNITIES**

During the mapping, another potential opportunity for cost avoidance was noted which involved duplicate GIS systems. Many of the water and wastewater agencies, including Ventura County, have GIS systems. While beyond the scope of LAFCO's authority, Ventura County agencies should consider a closer coordination of all the GIS systems as a means of reducing costs. While it might be infeasible for one agency to maintain all GIS data, a designated agency for specific type of data might reduce costs.

Finally agencies answering the service review questionnaire reported well-established budget processes and procedures, which use internal cost/benefit studies to find and utilize opportunities to reduce or avoid costs. As part of the questionnaire, agencies were asked to note services that were currently provided by other agencies or private contractors, the estimated annual cost savings and excess capacity, facilities or staff that could be made available. Table 10, Summary- Use of Contractors, illustrates each agency's use of outside contractors.

TABLE 10  
SUMMARY – USE OF CONTRACTORS

	SERVICES PROVIDED BY PRIVATE CONTRACTORS	SERVICES PROVIDED BY OR TO OTHER AGENCIES	ESTIMATED ANNUAL COST SAVINGS	EXCESS CAPACITY, FACILITIES OR STAFF
Casitas MWD	Large capital improvement projects and environmental services	Agreement with Carpinteria WD to provide water	None Reported	None Reported
San Buenaventura	Engineering, environmental permitting, construction	1) JPA for CSA\$29 (North Coast) 2) JPA for McGrath State Beach Park	Not Calculated	None reported
Meiners Oaks CWD	None Reported	None Reported	None Reported	None Reported
Montalvo MID	None Reported	1) Operations, maintenance and other services provided by Ventura regional SD 2) Wastewater service to areas with the City of San Buenaventura	None Reported	None Reported
Ojai Basin GMA	None Reported	None Reported	None Reported	None Reported
Ojai Valley SD	Construction, audits and accounting	1) Insurance through California Sanitation Risk Management Authority 2) Laboratory, mechanical and source control on as-needed basis	Not Calculated	None reported
Ojai Water CD	None Reported	None Reported	None Reported	None Reported
Saticoy SD	None Reported	1) Administration, operations, and engineering provided by Ventura regional SD	Not Calculated	None reported
CSA #29	Construction	1) Ventura County self-insurance pool and other services service	Not Calculated	None reported
CSA #32	None reported	1) Shares services and facilities with Ventura County	Not Calculated	None Reported
Ventura River CWD	Leak repair and other services as needed	1) Provides staff, equipment and materials to other agencies as needed	Not Calculated	None Reported

## IX. RATE RESTRUCTURING

The service review questionnaire asked agencies to list current rates for water and wastewater service, rates changes in the previous two years, anticipated rate changes and any difference in rates charged to customers outside agency boundaries. The Ojai Basin GMA reported a rate decrease of \$1.00 per AF. Three agencies (Meiners Oaks MWD, Montalvo MID and the Ojai Valley SD) did not report rate increases over the previous two years. The remaining agencies all reported rate increases ranging from 3% to approximately 10%. The Ventura River CWD, which has three water service zones, reported a “pass-through” rate increase of 3% only in Zone 3, which is served potable water by the Casitas MWD through agreement.

The agencies were also asked to list current rates in terms of acre-feet and million gallons per day (mgd), for water and wastewater respectively, in order to have a uniform basis of comparing rates from diverse agencies. No data has been included for either the Ojai Basin Groundwater Management Agency or the Ojai Water Conservation District. The rates for the Ojai Basin Groundwater Management Agency are set at \$5.00 per AF of groundwater pumped and the Ojai Water Conservation District primarily relies on its share of property taxes as the agency's source of revenue. CSA #32, which permits on-site wastewater systems, has established a flat rate of \$285.00 per applicant.

Using acre-feet and mgd for water and wastewater service rates, respectively, did not yield useful information. Therefore, the database is being revised and other sources were used to compare rates.

The State Water Resources Control Board publishes a wastewater users survey report, which was used to develop, Table 11, Wastewater Agency Rates, and provide a comparison of the rates of the wastewater agencies in the Ojai-San Buenaventura service review area.<sup>2</sup>

Table 11  
Wastewater Agency Rates

AGENCY	MONTHLY USER CHARGE	CONNECTION FEE
San Buenaventura	\$23.67	\$1,738
Montalvo MID	\$13.00	\$625
Ojai Valley SD	\$26.43	Variable
Saticoy SD	\$16.00	\$800
CSA #29	\$77.44	\$1,700

Table 12  
Water Rates (AF)

AGENCY	WATER PER AF
Casitas MWD	\$704
City of San Buenaventura	\$614
Meiners Oaks CWD	\$372
Ventura River CWD	Zone 1 \$559 Zone 2 \$596 Zone 3 \$665

Table 12, Water Rates, includes a partial comparison of rates per acre-foot as requested by the service review questionnaire. The Ventura River CWD has three separate zones of service and information has been included for each zone.

Since the agencies differ in the billing period (monthly, bimonthly or quarterly), the unit of measurement used to calculate rates, the rate structure (flat or tiered rates), connection fees, the class of user (residential, agricultural and industrial/commercial), the database is being revised to reflect the variability among the agencies while still permitting a meaningful comparison of costs for the benefit of the public, the elected officials and the agencies. Table 13, Water Rate Comparison, was developed using the revised format being considered by the Ventura LAFCO staff.

TABLE 13  
WATER RATE COMPARISON

	CASITAS MWD	CITY OF SAN BUENAVENTURA	MEINERS OAKS CWD	VENTURA RIVER CWD
1" Meter/Service Charge (residential)	\$12.42	\$17.11	\$8.00	Zone 1 \$18.12 Zone 2 \$21.72 Zone 3 \$21.72
Water Usage (residential/HCF)	\$1.07	\$1.41	\$0.80	Zone 1 \$0.84 Zone 2 \$0.93 Zone 3 \$1.08
1" Meter Connection Fee	\$6,207	\$1,645	None Reported	\$3,900 plus actual installation cost
Estimated Monthly Residential Water Bill*	\$39.46	\$79.11	\$43.20	Zone 1 \$41.02 Zone 2 \$43.92 Zone 3 \$49.73

\* Estimated water use for a family of five—one af/year

<sup>2</sup> State Water Resources Control Board "Wastewater User Survey Report, FY 2001-2002" May 2002.

## X. OPPORTUNITIES FOR SHARED FACILITIES

As part of the service review questionnaire, agencies were asked to identify ways that they currently cooperate with other agencies to maximize opportunities for sharing facilities. Agencies were asked to list current joint activities with other agencies, which are shown in Table 14, Joint Service Agreements. Of the 11 agencies within the Ojai-San Buenaventura service review area, five either did not reference any joint activities or did not respond. The remaining agencies noted joint activities, which increase opportunities for shared facilities.

TABLE 14  
JOINT SERVICE AGREEMENTS

AGENCY	JOINT AGREEMENTS NOTED
Casitas MWD	Agreement with Carpinteria Valley WD for retail water service.
City of San Buenaventura	Joint Powers Agreements (JPA) for the CSA #29 (North Coast) and with the California State Department of Parks and Recreation for McGrath State Beach Park
Meiners Oaks CWD	None Reported
Montalvo MID	Agreements with the City of San Buenaventura for commercial uses located on Victoria Avenue
Ojai Basin GMA	Agreement to allow Southern California Water Company to export groundwater to Casitas MWD for temporary, alternative water supplies.
Ojai Valley SD	None reported
Ojai Water CD	None reported
Saticoy SD	None reported
CSA #29	Shared services and staff and insurance through Ventura County.
CSA #32	Some shared services and staff through the Ventura County Real Estate Services Division.
Ventura River CWD	Emergency sharing of facilities, staff and equipment as the need arise. Also the Ventura River CWD adapted existing software to be used as an electronic meter reading, which was subsequently used by the Meiners Oaks CWD.

The 1999-2000 Ventura Grand Jury report recommended that the Ventura County Clerk maintain a list of JPAs operating within Ventura County. The database designed by Ventura LAFCO has a list of JPAs reported by the water and wastewater agencies.

Other shared activities among the agencies in the service review area also are occurring, in particular with the on-going concerns regarding the Ventura River. The following agencies involved in the Ojai-San Buenaventura service review are cooperating in a Habitat Conservation Planning (HCP) process for the Ventura River watershed:

- ★ Casitas Municipal Water District
- ★ City of San Buenaventura
- ★ Meiners Oaks County Water District
- ★ Ojai Basin Ground Water Management Agency
- ★ Ojai Valley Sanitary District
- ★ Ventura River County Water District.

A significant opportunity for future shared facilities is in the expanded use of water reclamation in the Ojai Valley. The steelhead trout was listed as an endangered species under federal statutes in 1998. Agencies involved in the protection plan agreed to build a fish ladder on the Robles Diversion dam in the Ventura River to help the trout spawn. As part of the agreement, the Casitas MWD is required to ensure a flow of water through the ladder. The Casitas MWD has argued that 800 AF per year is adequate; officials with resource agencies believe that 2,000 AF is needed. While the Casitas MWD has an overall safe yield of 21,500 AF, the diminishing supply and increasing cost of water is a significant concern to the District and its customers. The increased use of reclaimed water could be considered as source for the fish ladder.

Currently the Ojai Valley SD has a treatment plant located at the southerly end of its service area. It would be impractical to pump recycled water back to the point in the Ventura River where it is needed for the steelhead trout ladder or for other uses, such as golf courses in the City of Ojai. However, the Ojai Valley SD staff has informally noted two possible locations in the easterly portion of its service area where small “package” wastewater treatment plants might be located to provide recycled water as a means of increasing the overall water supply and possibly reducing costs.

There are obstacles to increasing water recycling. The Ojai Valley SD is currently meeting its wastewater demands and there is no current water quality, infrastructure or financial reason for the District to expend additional funds. Another obstacle is the requirement for CEQA review. The residents of the Ojai Valley are concerned with the preservation of the existing community character and quality of life in the region and land use agencies have adopted policies, procedures and regulations in support of that goal. Consequently, the potential for growth inducing impacts resulting from increased wastewater capacity might require environmental studies.

## **XI. GOVERNMENT STRUCTURE OPTIONS**

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Functional reorganizations within agencies, amending or updating SOIs and other changes in the jurisdictional boundaries of the water and wastewater agencies were noted in Section VIII, Cost Avoidance Opportunities. This section addresses efficiencies that might be gained through other governmental structure options.

The initial step in evaluating governmental structure options was a review of recommendations from the “Ventura LAFCO 2001 Special Districts Study. These recommendations are included in this service review report as information about potential government structure options considered by Ventura LAFCO as part of Special District Studies completed in 1972, 1985, 1993 and 2001. Table 15, 2001 Ventura LAFCO Special District’s Study, summarizes those recommendations. In the service review responses, none of the agencies reported having submitted or been included in a reorganization proposal before Ventura LAFCO within the previous two years.

TABLE 15  
2001 VENTURA LAFCO SPECIAL DISTRICT STUDY

AGENCY	RECOMMENDATIONS
Casitas MWD	1972 recommendation that the agency appoint a representative to a committee to study unification of retail water service in the Ventura River Valley; no recommendations from subsequent Special District Studies.
San Buenaventura	Not included in Ventura LAFCO Special Districts Studies.
Meiners Oaks CWD	1972 recommendation that the agency appoint a representative to a committee to study unification of retail water service in the Ventura River Valley; 2001 recommendation that the agency consider consolidating with Ventura River CWD or the Casitas MWD; no recommendations from other Special District Studies.
Montalvo MID	1972 recommendation that Montalvo MID, City of San Buenaventura and Ventura Regional SD study the feasibility of a reorganization; 2001 recommendation that a merger with the City of San Buenaventura be considered; no recommendations from other Special District Studies.
Ojai Basin GMA	None noted.
Ojai Valley SD	None noted regarding governmental structure options after successful consolidation of smaller wastewater agencies, forming current Ojai Valley SD, in 1985.
Ojai Water CD	1972 recommendation that the agency appoint a representative to a committee to study unification of retail water service in the Ventura River Valley; no recommendations from subsequent Special District Studies.
Saticoy SD	1972 recommendation that Montalvo MID, City of San Buenaventura and Ventura Regional SD study the feasibility of a reorganization; no recommendations from subsequent Special District Studies.
CSA #29	None noted.
CSA #32	None noted.
Ventura River CWD	1972 recommendation that the agency appoint a representative to a committee to study unification of retail water service in the Ventura River Valley. 2001 recommendation that the District consider consolidating with the Meiners Oaks CWD; no recommendations from other Special District Studies.

One of the purposes of the service review is to list all possible government structure options including advantages and disadvantages of potential reorganizations. For this purposes of this service review report, a reorganization is defined as two or more changes of organization (i.e., consolidation, merger, dissolution, annexation and/or detachment) which are initiated in a single proposal before LAFCO.

The various options for governmental restructuring in the Ojai-San Buenaventura service review area can be divided into two service areas—water provision in the Ojai Valley and wastewater provision in and near the City of San Buenaventura.

## **A) WATER SERVICE IN THE OJAI VALLEY**

Water service in the Ojai Valley is provided by six public agencies as well as private and mutual water companies. In 1972 Ventura LAFCO recommended that the agencies involved form a committee to study the reorganization of public water purveyors in the region. Two of the agencies formally appointed representatives to such a committee, however there are no records of any further action or of any activities of the proposed committee. It is suggested that the Ventura LAFCO Commission reconsider the reorganization of water providers in the Ojai Valley.

There are three ways that proposals for the reorganization of special districts can be legally submitted to LAFCO—by petition of the landowner/voters (Government Code §56864-56871), by resolution of an affected agency (Government Code §56654) or by the LAFCO Commission (Government Code §56375). Since there has been little evidence of widespread dissatisfaction among the citizens of the Ojai Valley with current water service providers, it is not expected that either landowners or by registered voters would submit a petition to reorganize water purveyors. Similarly, since 1972 there has apparently been little effort among the water agencies to study the issue and it is again doubtful that the one of the affected agencies would initiate a reorganization.

However, LAFCO can initiate proposals for the consolidation, dissolution, merger or reorganization of special districts if it is consistent with a study or the conclusions of a service review report. It is suggested that Ventura LAFCO consider initiating a proposal to reorganize the water agencies in the Ojai Valley. The benefits that might result from a reorganization include: more logical local government boundaries; simpler water service provision for citizens; increased economies of scale; lower rates; more regional coordination of water service, elimination of some duplicative efforts; and increased efficiencies. The disadvantages primarily include the additional expense in time and resources from all the affected agencies.

The Cortese-Knox-Hertzberg Act also allows the LAFCO Commission (Government Code §56826 et seq) to refer a reorganization proposal, including one initiated by the LAFCO Commission, to a reorganization committee. It is also suggested that the Ventura LAFCO Commission form a reorganization committee comprised of representatives from each of the affected agencies governing body as well as representatives from other entities as the Commission deems appropriate. By having governing body representatives on the reorganization committee, it is sometimes possible to reduce the effort required of staff.

As an alternative, it is also possible for the water agencies in the Ojai Valley to form a reorganization committee and present a report to the Ventura LAFCO Commission. This could achieve the same benefits as a reorganization proposal initiated by LAFCO and might have the additional benefit of having more support from the affected agencies. However, the lack of any serious effort toward reorganization during the previous 30 years is also a future obstacle.

Some of the possible governmental structure options that might be considered as part of a reorganization of water providers are listed below. Not all the possible government structure options have been included in the following discussion. For example, private and mutual water companies also serve the Ojai Valley area and a thorough analysis of the water service should include them, in particular those that may have problems with infrastructure or service provision. In addition, while the City of Ojai does not directly provide water or wastewater service to its residents, it might also be included in a discussion of the possible governmental structure options.



## **Meiners Oaks County Water District/ Ventura River County Water District**

The Meiners Oaks CWD operates a retail water system for 1,263 customers with an estimated population in its service area of approximately 4,000 people. The agency's only source of water is from four wells although it has an agreement for emergency water services with the Casitas MWD. The agency has 3.5 employees and their budget in FY 2002-2003 was approximately \$520,000 with 74% of the total revenue coming from service charges and nearly 15% from property taxes and from interest.

The Ventura River CWD operates a retail water system for 2,107 customers with an estimated population of 6,000. The agency's source of water is also from four wells although it also has an agreement with the Casitas MWD for purchase of water when drought reduces the ability of the agency's wells to meet demand. The agency has four employees and their budget in 2002-2003 was approximately \$900,000 with 97% of the total revenue derived from service charges. The agency has a five-year CIP and has approximately 2.5 days in storage capacity.

Both agencies' service areas are adjacent and both have developed independent and occasionally duplicative facilities. For example, the boundary between the two agencies is in the centerline of Rice Road and each agency has a pipeline along one side of Rice Road. There are no inter-ties between the two systems although the agencies do share material and staff on an emergency basis.

One government structure option is the consolidation of the Meiners Oaks CWD with the Ventura River CWD. If consolidated, one advantage is the relative ease of consolidating two agencies formed under the same enabling legislation. The consolidation could also pool resources, manpower, facilities and technology and could streamline the provision of service for both agencies. The Meiners Oaks CWD also has an unused well facility in close proximity to the Ventura River CWD's facilities. The water from this facility could be blended with Ventura River CWD water to bring it into compliance with water quality standards and then could be used throughout both systems. A reorganization could reduce costs and duplicative facilities, simplify the local governmental structure and allow a larger agency to reach greater economies of scale.

One disadvantage is the potential reluctance of the residents in the Meiners Oaks CWD service area. The citizens served by the Meiners Oaks CWD participate in the activities of the agency and seek to preserve a sense of community. While community based organizations are important and necessary, the issue of whether a small organization can provide water service most efficiently and participate in regional water service issues should be discussed.

## **Ojai Basin Groundwater Management Agency/Ojai Water Conservation District**

The Ojai Basin Groundwater Management Agency was formed by legislation signed by the governor in 1991 before the Ojai Valley developed any specific groundwater problems. It was formed to preserve the quantity and quality of groundwater in the Ojai Basin and to protect and maintain the long-term water supply for all the water users in the Basin. Its service area includes the City of Ojai and the east end of the Ojai Valley. Four agencies (City of Ojai, the Casitas MWD, the Ojai Water Conservation District and the Southern California Water Company) each appoint one Board member and the fifth is chosen from the governing bodies of the Senior Canyon, Siete Robles or Hermitage Mutual Water Companies. The agency's budget in 2002-2003 was approximately \$30,000.

The Ojai Water Conservation District is authorized to monitor the use of groundwater, acquire water rights, store/spread water, and construct dams or other water facilities. The agency's 2002-2003 budget was approximately \$5,000 with 75% of the revenue derived from property taxes. The Ojai Water Conservation Districts' service area overlaps that of the Ojai Basin Groundwater Management Agency.

The advantages of reorganizing the two agencies include the elimination of apparently duplicative services, the possibility for reduction in costs and the simplification of local governmental boundaries.

The most logical governmental structure option would seem to be the dissolution of the Ojai Water Conservation District with the Ojai Basin Groundwater Management Agency being named the successor agency. The primary disadvantage would be the legal complexity of the reorganization due to the structure of the Ojai Basin Groundwater Management Agency.

The California Legislature enacted statutes establishing several groundwater management agencies across the State in order to enact local ordinances to regulate the amount and place of use of groundwater. The legislature enacted the statutes since it is not authorized by the California State Water Code to manage groundwater. While California landowners have a correlative right to extract as much groundwater as they can beneficially use, in some basins the right to the water has been defined by a court. Since the Ojai Basin GMA was formed by the legislature and its mission involves complex water rights issues, it may be infeasible to dissolve the District. Two other potential methods of reorganizing the Ojai Basin GMA may also be available—either Water Code Section 10750 et seq, which allows certain existing local agencies to manage groundwater, or through city and county ordinances. The legal issues associated with this governmental structure option would need to be researched.

### **Other Government Structure Options**

While not explored in this section of the Ojai-San Buenaventura service review report, other combinations of government structure options are possible although considered less likely to succeed. The four agencies mentioned in preceding paragraphs could be reorganized as one agency, all the water agencies in the Ojai Valley (including the Casitas MWD) could be reorganized as a single agency, private and mutuals companies could be included or the City of Ojai could assume responsibility for some service. These government structure options were considered less likely to be implemented or beyond the purview of LAFCO and are not addressed. In addition several agencies noted that a reorganization that involved all the water agencies in the Ojai Valley would require significant analysis, review and effort and might not be cost-effective.

### **B) WASTEWATER SERVICE—THE CITY OF SAN BUENAVENTURA/MONTALVO MUNICIPAL IMPROVEMENT DISTRICT/SATICOY SANITARY DISTRICT**

As with the water agencies in the Ojai Valley, the option for some type of reorganization between the City of San Buenaventura, the Montalvo MID and the Saticoy SD was recommended during the 1972 Ventura LAFCO Special District Study. The 1985 and 1993 Special District Studies did not include recommendations for a reorganization. The 2001 Special Districts Study did recommend that the Montalvo MID consider merging with the City.

Services issues between the two agencies have become multifaceted. The Montalvo MID was formed in 1955 to provide wastewater service to unincorporated areas. As the City of San

Buenaventura grew and annexed territory, the District's service area grew smaller and its financial health was jeopardized. With LAFCO acting as a mediator, an agreement to determine respective service areas was adopted by both the City and the District. That agreement, however, should be revisited since its usefulness was undermined by a dispute between the two agencies over pavement repair. The District also had a separate agreement with the City regarding wastewater provision to an automotive center which was served more efficiently by the District. Generally, the areas south of Highway 101 are served wastewater by the District.

As an example of the complexity of service provision issues, recently there were complaints about odors in the vicinity of the Montalvo's treatment plant. The Cities of San Buenaventura and Oxnard as well as the Montalvo MID and the Ventura Regional Sanitation District have facilities or provide service in the area. Both Cities were contacted and both Cities, in turn, contacted the Montalvo MID. The Montalvo MID used a consulting firm to study the source of odors which were eventually traced back to a pump station that was managed by the Ventura Regional Sanitation District.

Boundary issues are also complicated. Currently, a majority of the District is within the city; the remainder remains unincorporated. The Montalvo MID treatment plant is located within the 100-year flood plain as designated by Federal Emergency Management Agency (FEMA). While the treatment plant has some flood protection, it is unclear if the level of flood protection is consistent with current standards of the Army Corps of Engineers or other regulatory agencies.

The City's SOAR/HVPA also restricts the City's ability to extend services to certain types of land uses; if these areas have failing septic systems and need sewer service, the District may be the most efficient agency to serve them. As a result of the location of the treatment plant, land uses/service extensions, the SOAR/HVPA lines, there are underlying land use conflicts between the Montalvo MID and the City of San Buenaventura.

The service and boundary issues between the City and the Saticoy SD are similar if only slightly less complicated. The Saticoy SD is within the City of San Buenaventura's SOI although it is not an island as defined by the Cortese-Knox-Hetzberg Act. The Saticoy SD recently received several grants from the United States Department of Agriculture and the California Clean Water Program to upgrade the plant. The Saticoy SD service area does include some sections of lower income residents and any reorganization proposal would have to also address environmental justice issues.

The Saticoy SD is now working with the Cities of San Buenaventura and Oxnard on a wastewater reclamation project. The joint effort would treat 0.8 mgd of wastewater from the City of San Buenaventura at the Saticoy treatment plant and recharge the recycled water into the Oxnard Forebay. The current treatment plant capacity is 0.25mgd. The increase in capacity and in the collection/distribution system is expected to cost between \$6 and \$8 million. Since a majority of the area east and north of the current Saticoy SD service area could be sewerred through gravity lines, the Saticoy treatment plant may help to reduce the City's costs.

Analyzed solely from a viewpoint of logical governmental boundaries and the orderly development of local governmental agencies, both the Montalvo MID and the Saticoy SD should be dissolved and the City named as the successor agency. However, as shown in the preceding discussion, the service and boundary issues are complicated. It has been proposed in other sections of this report to consider a zero SOI designation for both the Montalvo MID and the Saticoy SD, it is also suggested that the three agencies work together to develop a plan for future service.

## XII. EVALUATION OF MANAGEMENT EFFICIENCIES

Reviewing management efficiencies has generally been an internal function of a public agency with limited oversight by external entities such as some state and federal regulatory agencies or a Grand Jury. The OPR service review guidelines suggested factors that could be used when evaluating management efficiencies, but many of them relate to internal practices which are difficult to measure and whose correction is outside the purview of LAFCO authority. Some of the factors the OPR Guidelines recommend for evaluating management efficiencies have been addressed in other sections of this report. The Ventura LAFCO questionnaire included questions about master plans, recent litigation and/or Grand Jury inquiries and number of employees as a means of evaluating management efficiencies.

The presence of master plans, as described in Section VI, Infrastructure, can be viewed as indicative of managerial efficiency in long range planning. However, it should be noted that some small agencies and agencies which are close to built-out may use other means of predicting and preparing for long-term service needs such as a CIP.

Frequent litigation or inclusion in a Grand Jury report can also be used as a proxy measure for managerial efficiency. If an agency is frequently involved in litigation, it can indicate that the staff and/or Board resort to the courts for resolution of issues which might be addressed through other less expensive means. Occasionally inclusion in a Grand Jury investigation might mean that complaints about the administration have been received.

Of the eleven agencies within the Ojai-San Buenaventura service review area only one, the Ojai Basin Groundwater Management Agency, noted being the subject of a 1999-2000 Ventura County Grand Jury investigation. The Grand Jury, however, only included basic information about the agency and did not include it in its analysis. One agency, the Ventura River CWD, noted that it had been involved in litigation within the previous two years. The litigation involved the an inverse condemnation suit and did not involve service provision.

Agencies were also asked to report the number and categories of employees dedicated to the provision of service. In the same 1999-2000 Grand Jury report, "An Examination of Special Districts Providing Water Service to Ventura County" the Grand Jury used an agency's administrative expense as a percentage of the operating revenue for the district. The Grand Jury's report noted that:

*"Most districts enjoy administrative overhead percentages of less than 15%....dependent districts enjoy low overhead through their sharing of management, facilities and staff. Smaller, independent districts, however, pay the largest overhead penalty."*

The service review questionnaire did not specifically request that agencies provide data on administrative overhead percentages although it is suggested that future service reviews collecting this data as a means of analyzing management efficiency. If future service reviews continue to require an assessment of management efficiencies, Ventura LAFCO might also consider developing performance measures or benchmarks to allow for a meaningful comparison of management practices and efficiencies among diverse agencies.

As another means of assessing managerial efficiencies, Table 16, Employee Information, provides the number of administrative, professional/support and operational employees and the ratio of the number of professional/support/operational employees to administrative staff. For

the agencies reporting the ratio of administrative staff to professional/operational were similar. The Montalvo MID and the Saticoy SD both use contract staff, primarily from the Ventura Regional Sanitation District, to operate the agencies. Neither agency has employees but both provided direct services to customers. The Ojai Basin Groundwater Management Agency has three part-time employees and the Ojai Water CD has one part-time employee; neither agency provides direct service to customers.

The City of San Buenaventura did not report any executive/management staff or provide data regarding the transfer of funds from enterprise activities to the General Fund. Typically municipalities transfer a portion of enterprise funds to the General Fund to cover administrative expenses. This can be significant since Prop 218 and subsequent legal opinions discouraged the transfer of enterprise funds to the general fund unless there is a clear nexus between the transfer and the cost of services. Most public agencies have completed these nexus studies.

TABLE 16  
EMPLOYEE INFORMATION

	RATIO OF EXECUTIVE STAFF TO PROF. AND OPER.	WATER			WASTEWATER		
		EXECUTIVE AND MGT.	PROF. AND SUPPORT.	OPERA- TIONAL	EXECUTIVE AND MNGT.	PROF. AND SUPPORT.	OPERA- TIONAL
Casitas MWD	1:20	1	10	26**			
San Buenaventura	See Discussion	None Reported	5.5	45	None Reported	3.5	41
Meiners Oaks CWD	1:2.5	1	1.5	1			
Montalvo MID	See Discussion				None Reported	None Reported	None Reported
Ojai Basin GMA	1:2 See Discussion	1*	2*	0			
Ojai Valley SD	1:5				3	4	12
Ojai Water CD	1 See Discussion	1	0	0			
Saticoy SD	See Discussion				None Reported	None Reported	None Reported
CSA #29	1:4				6	18	7
CSA #32	1:5				1	4.5	0
Ventura River CWD	1:3	1	1	2			

\* All employees of the Ojai Basin GMA are part-time.

\*\* Five employees of the 26 positions are assigned to recreational services. The Casitas MWD also has approximately 45 part-time, summer employees associated with recreational services.

No significant inefficiencies in management were noted among the agencies

### **XIII. LOCAL ACCOUNTABILITY AND GOVERNANCE**

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No significant issues regarding local accountability and governance were noted for any of the agencies within the Ojai-San Buenaventura service review area. The governing boards of the agencies appear to be locally accountable through adherence to applicable government code sections, open and accessible meetings, dissemination of information and encouragement of participation in their election process. Some agencies did not fully complete the service review questionnaire and evaluating their local accountability was difficult.

Only three of the agencies (Casitas MWD, Ojai Valley SD and the City of San Buenaventura) have websites and provide copies of their budget on their website; the two dependent agencies (CSA#29 and #32) use the Ventura County website. It is suggested that the remaining agencies develop websites to increase dissemination of information, compliance with environmental justice issues and accountability to customers. The eight agencies that did not note the presence of websites did note that copies of the budget are made available to the public. All agencies reported unqualified audits in 2002.

The service review questionnaire asked each agency to provide current information about the governing board, the expiration date of each member's term and whether any recently elected governing board members ran unopposed. This information was entered into the database and will be used to maintain current and accurate information. Data about compensation, review sessions of the Brown Act/FPPC requirements and violations of either regulation within the previous two years was collected.

In addition, agencies were asked to indicate if the governing body was elected or appointed, whether recently elected officials ran unopposed and to provide the amount of compensation set for elected officials. Only two agencies, the Ojai Basin Groundwater Management Agency and the Ojai Water Conservation District, have Board members that are appointed. Four agencies reported that some board members ran unopposed.

A majority of the agencies reported that regular review sessions of the requirements of the Brown Act, FPPC and public disclosure laws were scheduled; a few agencies noted that sessions were scheduled on as as-needed basis. None of the agencies noted any violations within the previous two years.

Public access was evaluated by regularly scheduled meetings and locations, by compliance with ADA and by the use of legally required notices. All agencies reported that their meeting locations were in compliance with the requirements of ADA and listed the legally required means of giving notice of meetings.

The final OPR Service Review Guidelines suggested that to satisfy environmental justice concerns agencies hold meetings at a time and place that maximize public participation. A majority of the agencies within the Ojai-San Buenaventura service review area hold meetings after normal working hours. Three agencies (Ojai Water Conservation District, CSA #29 and CSA#32) do not have regularly scheduled meetings. The Casitas MWD holds regularly scheduled meetings at 3:00 pm.

Compensation of elected and appointed officials reported is shown in Table 17, Compensation for Elected Officials:

**TABLE 17**  
**COMPENSATION FOR ELECTED OFFICIALS**

	<b>BASIC STIPEND</b>	<b>LIMIT ON STIPEND</b>	<b>BENEFITS</b>	<b>OTHER</b>
Casitas MWD	\$171/mtg	\$1,710/month (ten mtgs)	Medical, dental and retirement	Actual costs and \$0.36 per mile
San Buenaventura	\$700 (mayor)/month \$600 (council)/month	\$700 (mayor)/month \$600 (council)/month	0	\$40/day meals and \$0.36 per mile; maximum \$300 (mayor)/month and \$200 (council)/month
Meiners Oaks CWD	\$150/mtg.	None Reported	None Reported	None Reported
Montalvo MID	\$150/mtg and \$30/hr for assigned mtgs	\$900/month	Workers Compensation and retirement	NA
Ojai Basin GMA	0	0	0	0
Ojai Valley SD	\$100/mtg	\$600/month	0	\$43/day meals and \$0.36 per mile
Ojai Water CD	0	0	0	0
Saticoy SD	\$80/mtg	None Reported	Workers Compensation and Social Security	None Reported
CSA #29*	\$7,083	*	*	*
CSA #32*	\$7,083	*	*	*
Ventura River CWD	\$100/day	\$1,000/month	0	President \$100/travel maximum Board \$50/month travel maximum

\*Total compensation for Board of Supervisors; no additional compensation for acting as governing body of dependent district

## XIV. DETERMINATIONS

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Determinations are based on data provided by agencies.

### A) CASITAS MUNICIPAL WATER DISTRICT

- **Infrastructure needs or deficiencies**
  1. That the Casitas MWD assesses its current and future infrastructure needs and deficiencies on its annual CIP program.
  2. That adequate water sources and supply will continue to be a major concern of the Casitas MWD.
- **Growth and population projections for the affected area**
  1. No information was provided.
- **Financing constraints and opportunities**
  1. That the Casitas MWD prepares a comprehensive annual budget.
  2. That the Casitas MWD maintains reserve funds for infrastructure needs and for insurance.
- **Cost avoidance opportunities**
  1. That the Casitas MWD noted that it sends projects over \$35,000 through a public bidding process.
- **Opportunities for rate restructuring**
  1. That the rates and fees of the Casitas MWD are set through a public process.
- **Opportunities for shared facilities**
  1. That the Casitas MWD should examine the possibility of developing reclaimed water sources with other agencies in the Ojai Valley.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. That the Casitas MWD should participate in a committee to study the potential reorganization of water service providers in the Ojai Valley area.
- **Evaluation of management efficiencies**
  1. That the Casitas MWD noted that in the past year it has decreased staff by 30%, has ensured that the provision of recreational services are self-supporting, has built the largest treatment plant in Ventura County at 33% of the cost of a typical plant, has saved adequate reserves for emergencies and has maintained funding for ongoing maintenance and needed system upgrades.
- **Local accountability and governance**
  1. That the Board members of the Casitas MWD are elected.
  2. That the Casitas MWD holds regularly scheduled meetings.
  3. That the agency has a website and posts copies of their budget and other appropriate information on it for their customers.
  4. No additional information regarding local accountability and governance was provided by the Casitas MWD.



## **B) CITY OF SAN BUENAVENTURA**

- **Infrastructure needs or deficiencies**
  1. That the City of San Buenaventura adopted a wastewater Master Plan in 1997 and a water Master Plan in 1993.
  2. That the City of San Buenaventura bases its assessment of future service needs on its General Plan.
  3. That the City of San Buenaventura annually updates its list of infrastructure needs.
  4. That meeting future regulatory requirements and ensuring an adequate supply of water are ongoing concerns of the City of San Buenaventura.
- **Growth and population projections for the affected area**
  1. That the City of San Buenaventura bases growth and population projections on its General Plan and zoning.
- **Financing constraints and opportunities**
  1. No information was provided by the agency.
- **Cost avoidance opportunities**
  1. That the City of San Buenaventura uses contractors and outside vendors for services when shown to be cost effective.
- **Opportunities for rate restructuring**
  1. That the rates and fees of the City of San Buenaventura are set through a public process.
- **Opportunities for shared facilities**
  1. No information was provided by the City.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. That the City of San Buenaventura should examine the potential advantages of reorganizing with the Montalvo MID and the Saticoy SD.
- **Evaluation of management efficiencies**
  1. No information was provided by the City.
- **Local accountability and governance**
  1. That the City of San Buenaventura City Council is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation in their process.
  2. That the City of San Buenaventura holds regularly scheduled meetings at a time and place that encourages public participation.
  3. That the City Council of the City of San Buenaventura is elected and no City Council member ran unopposed.
  4. That the agency has a website and posts copies of their budget and other appropriate information on it for their customers.

**c) MEINERS OAKS MUNICIPAL WATER DISTRICT**

- **Infrastructure needs or deficiencies**
  1. That the Meiners Oaks CWD provides potable water service to approximately 1,300 customers from four wells.
- **Growth and population projections for the affected area**
  1. That the Meiners Oaks CWD uses population projections provided by Ventura County.
- **Financing constraints and opportunities**
  1. That the Meiners Oaks CWD has an annual budget of approximately \$600,000.
- **Cost avoidance opportunities**
  1. None were noted.
- **Opportunities for rate restructuring**
  1. That the fees of the Meiners Oaks CWD are set through a public process.
- **Opportunities for shared facilities**
  1. None were noted.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. That the Meiners Oaks CWD should participate in a committee to examine potential governmental structure options for water and wastewater services in the Ojai Valley.
- **Evaluation of management efficiencies**
  1. None were noted.
- **Local accountability and governance**
  1. That the Meiners Oaks CWD Board is locally accountable.
  2. That the Meiners Oaks CWD holds regularly scheduled meetings at a time and place that encourages public participation
  3. That the Meiners Oaks CWD should provide an agency website for their customers.

## **D) MONTALVO MUNICIPAL IMPROVEMENT DISTRICT**

- **Infrastructure needs or deficiencies**
  1. That the Montalvo MID provides wastewater service to unincorporated areas of Ventura County.
  2. That meeting current and future regulatory requirements will continue to be a concern of the Montalvo MID.
- **Growth and population projections for the affected area**
  1. That the Montalvo MID bases growth and population projections on SCAG, VOG and Ventura County population projections.
- **Financing constraints and opportunities**
  1. That the Montalvo MID requires that new development pay fees and charges to ensure cost recovery.
- **Cost avoidance opportunities**
  1. That the Montalvo MID uses outside vendors and contractors for services when shown to be cost effective.
- **Opportunities for rate restructuring**
  1. That the rates and fees of the Montalvo MID are set through a public process.
- **Opportunities for shared facilities**
  1. That the Montalvo MID currently shares staffing with the Ventura Regional Sanitation District.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. That the Montalvo MID should analyze the economic and financial impacts of reorganization with the City of San Buenaventura and the Montalvo MID.
- **Evaluation of management efficiencies**
  1. That the Montalvo MID uses outside vendors and contracting agencies to provide more efficient services.
- **Local accountability and governance**
  1. That the Montalvo MID Board is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation in their process.
  2. That the Montalvo MID holds regularly scheduled meetings at a time and place that encourages public participation.
  3. That the Montalvo MID should provide an agency website for their customers.

**E) OJAI BASIN GROUNDWATER MANAGEMENT AGENCY**

- **Infrastructure needs or deficiencies**
  1. That the Ojai Basin Groundwater Management Agency monitors groundwater in the Ojai Valley.
- **Growth and population projections for the affected area**
  1. That the Ojai Basin Groundwater Management Agency bases growth and population projections on Ventura County and SCAG figures.
- **Financing constraints and opportunities**
  1. None were noted.
- **Cost avoidance opportunities**
  1. None were noted.
- **Opportunities for rate restructuring**
  2. That the Ojai Basin Groundwater Management Agency reduced rates by 20% in the last year.
- **Opportunities for shared facilities**
  1. None were noted
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. That the Ojai Basin Groundwater Management Agency should participate in a committee to examine the possible reorganization of water and wastewater agencies in the Ojai Valley.
- **Evaluation of management efficiencies**
  1. None were noted.
- **Local accountability and governance**
  1. That the Ojai Basin Groundwater Management Agency holds meetings at a time and place that encourages public participation.
  2. That the Ojai Basin Groundwater Management Agency should provide an agency website for their customers.

**F) OJAI VALLEY SANITARY DISTRICT**

- **Infrastructure needs or deficiencies**
  1. That the Ojai Valley SD annually assesses its infrastructure needs and deficiencies and projects future needs through its CIP process.
  2. That the Ojai Valley SD has adequate wastewater resources for current needs.
  3. That meeting current and future regulatory requirements will continue to be a concern of the Ojai Valley SD.
- **Growth and population projections for the affected area**
  1. None were noted by the agency.
- **Financing constraints and opportunities**
  1. That the Ojai Valley SD prepares a comprehensive annual budget and has adopted financial policies and procedures to ensure adequate funds concurrent with need.
  2. That the Ojai Valley SD maintains an annual Capital Improvement Plan and has adequate reserves.
  3. That the Ojai Valley SD requires that new development pay appropriate fees and charges to ensure cost recovery.
- **Cost avoidance opportunities**
  1. That the Ojai Valley SD uses contractors for services when shown to be cost effective.
- **Opportunities for rate restructuring**
  1. That the rates and fees of the Ojai Valley SD are set through a public process.
  2. That the Ojai Valley SD annually analyzes the existing fee structure to ensure fair and equitable rates.
- **Opportunities for shared facilities**
  1. That the Ojai Valley SD should examine the possibility of developing reclaimed water sources with other agencies in the Ojai Valley.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. None were noted except for updating the agency's SOI.
- **Evaluation of management efficiencies**
  1. That the current management structure of the Ojai Valley SD is adequate to serve the present and future needs of the agency.
  2. That the Ojai Valley SD has current management, interdepartmental and inter-agency practices and procedures appropriate to and efficient for its service.
  3. That the Ojai Valley SD uses outside vendors and contracting agencies to provide more efficient services.
- **Local accountability and governance**
  1. That the Ojai Valley SD Board is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation in their process.

2. That the Ojai Valley SD holds regularly scheduled meetings at a time and place that encourages public participation.
3. That the Board members of the Ojai Valley SD are elected.
4. That the agency has a website and posts copies of their budget and other appropriate information on it for their customers.

**G) OJAI WATER CONSERVATION AGENCY**

- **Infrastructure needs or deficiencies**
  1. That the Ojai Water Conservation Agency monitors groundwater in the Ojai Valley.
- **Growth and population projections for the affected area**
  1. None were noted by the agency.
- **Financing constraints and opportunities**
  1. None were noted.
- **Cost avoidance opportunities**
  1. None were noted.
- **Opportunities for rate restructuring**
  1. None were noted.
- **Opportunities for shared facilities**
  1. That the Ojai Water Conservation Agency participates in water conservation programs with other agencies as appropriate.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. That the Ojai Water Conservation Agency should participate in a committee to examine the possible reorganization of water and wastewater agencies in the Ojai Valley.
- **Evaluation of management efficiencies**
  1. None were noted.
- **Local accountability and governance**
  1. That the Ojai Water Conservation Agency should hold regularly scheduled meetings at a time and place that encourages public participation.
  2. That the Ojai Water Conservation Agency should provide an agency website for their customers.

## H) SATICOY SANITATION DISTRICT

- **Infrastructure needs or deficiencies**
  1. That the Saticoy SD provides wastewater service to unincorporated areas of Ventura County.
  2. That meeting current and future regulatory requirements will continue to be a concern of the Saticoy SD.
- **Growth and population projections for the affected area**
  1. That the Saticoy SD bases growth and population projections on SCAG, VOG and Ventura County population projections.
- **Financing constraints and opportunities**
  1. That the Saticoy SD requires that new development pay fees and charges to ensure cost recovery.
  2. That the Saticoy SD has applied for grants and loans for infrastructure upgrades and improvements.
- **Cost avoidance opportunities**
  1. That the Saticoy SD uses outside vendors and contractors for services when shown to be cost effective.
- **Opportunities for rate restructuring**
  1. That the rates and fees of the Saticoy SD are set through a public process.
- **Opportunities for shared facilities**
  1. That the Saticoy SD utilizes staff and expertise from the Ventura Regional Sanitation District.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. That the Saticoy SD should analyze the benefits of reorganization with the City of San Buenaventura and the Montalvo MID.
- **Evaluation of management efficiencies**
  1. That the Saticoy SD uses outside vendors and contracting agencies to provide more efficient services.
- **Local accountability and governance**
  1. That the Saticoy SD Board is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation in their process.
  2. That the Saticoy SD holds regularly scheduled meetings at a time and place that encourages public participation.
  3. That the Saticoy SD should provide an agency website for their customers.



**i) VENTURA COUNTY SERVICE AREA # 29**

- **Infrastructure needs or deficiencies**
  1. That the Ventura County Service Area #29 provides wastewater service to coastal communities in northwestern Ventura County.
  2. That meeting current and future regulatory requirements and service demands will continue to be a concern of the Ventura County Service Area #29.
- **Growth and population projections for the affected area**
  1. That the Ventura County Service Area #29 bases growth and population projections on the General Plan, VCOG and SCAG projections.
- **Financing constraints and opportunities**
  1. That the Ventura County Service Area #29 prepares an annual budget.
- **Cost avoidance opportunities**
  1. That the Ventura County Service Area #29 uses contractors and outside vendors for services when determined to be cost effective.
- **Opportunities for rate restructuring**
  1. That the rates and fees of the Ventura County Service Area #29 are set through a public process.
- **Opportunities for shared facilities**
  1. That the Ventura County Service Area #29 collaborates with agencies as appropriate.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. None were noted.
- **Evaluation of management efficiencies**
  1. That the current management structure of the Ventura County Service Area #29 is adequate to serve the present and future needs of the agency.
  2. That the Ventura County Service Area #29 has current management, interdepartmental and inter-agency practices and procedures appropriate to and efficient for its service.
- **Local accountability and governance**
  1. That the Ventura County Service Area #29 Board (Ventura Board of Supervisors) is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation in their process.

## J) VENTURA COUNTY SERVICE AREA # 32

- **Infrastructure needs or deficiencies**
  1. That the Ventura County Service Area #32 provides permitting and inspection of on-site wastewater systems to the unincorporated areas of Ventura County.
  2. That meeting current and future regulatory requirements, in particular AB885, will continue to be a concern of the Ventura County Service Area #32.
- **Growth and population projections for the affected area**
  1. That the Ventura County Service Area #32 bases growth and population projections on the General Plan, VCOG and SCAG projections.
- **Financing constraints and opportunities**
  1. That the Ventura County Service Area #32 prepares an annual budget.
- **Cost avoidance opportunities**
  1. That the Ventura County Service Area #32 uses contractors and outside vendors as needed for services when determined to be cost effective.
- **Opportunities for rate restructuring**
  1. That the rates and fees of the Ventura County Service Area #32 are set through a public process.
- **Opportunities for shared facilities**
  1. None were noted.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. None were noted.
- **Evaluation of management efficiencies**
  1. That the current management structure of the Ventura County Service Area #32 is adequate to serve the present and future needs of the agency.
  2. That the Ventura County Service Area #32 has current management, interdepartmental and inter-agency practices and procedures appropriate to and efficient for its service.
- **Local accountability and governance**
  1. That the Ventura County Service Area #32 Board (Ventura Board of Supervisors) is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation in their process.

**K) VENTURA RIVER COUNTY WATER DISTRICT**

- **Infrastructure needs or deficiencies**
  1. That the Ventura River County Water District provides potable water service for approximately 2,200 customers.
  2. That the Ventura River County Water District ensures that water supply and demand are adequate and are consistent with the capacity and facilities of the District.
- **Growth and population projections for the affected area**
  1. That the Ventura River County Water District bases growth and population projections on estimates provided by the City of Ojai, SCAG and Ventura County.
- **Financing constraints and opportunities**
  1. None were noted.
- **Cost avoidance opportunities**
  1. None were noted.
- **Opportunities for rate restructuring**
  1. That the Ventura River County Water District fees are set through a public process and are adequate at this time.
- **Opportunities for shared facilities**
  1. None were noted.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. That the Ventura River CWD should participate in a committee to examine possible governmental restructuring of the water and wastewater agencies in the Ojai Valley.
- **Evaluation of management efficiencies**
  1. None were noted.
- **Local accountability and governance**
  1. That the Ventura River County Water District Board is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation in their process.
  2. That the Ventura River County Water District holds regularly scheduled meetings at a time and place that encourages public participation.
  3. That the Ventura River County Water District should provide an agency website for their customers.

**APPENDIX A**

**DATA BASE REPORTS**



# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: City of San Buenaventura

Mailing Address: Public Works Dept. P.O. Box 99

City Ventura State CA Zip 93002-

Primary Office Address (if different): 1400 Spinnaker Drive

City Ventura State CA Zip 93002-

Telephone: (805) 677-4114 Fax: (805) 677-4101

E-Mail: \_\_\_\_\_

b. Manager (Chief Staff Official):

Last Name: Davis First Name: Don

Title Utilities Manager

Mailing Address (if different than contact):

Address P.O. Box 99

City: Ventura State: CA Zip 93002-

Telephone (805) 677-4133 Ext. \_\_\_\_\_ Fax (805) 677-4101

E-mail: ddavis@ci.ventura.ca.us

c. Contact (if different than manager):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephon \_\_\_\_\_ Ext.: \_\_\_\_\_ Fa \_\_\_\_\_

E-mail: \_\_\_\_\_

d. Legal Counsel: Robert Boehm

Title: City Attorney

Mailing Address (if different than m City Hall, P.O. Box 99

City: Ventura State: CA Zip 93002-

Telephone (805) 654-7815 Ext: \_\_\_\_\_ Fax (805) 641-0253

E-mail bboehm@ci.ventura.ca.us

Agency Name:

City of San Buenaventura

**Governance Information (all agencies)**

a. Agency Type (check all that apply)

☒ City Date of Incorporation: 3/10/1866

☐ General Law ☒ Charter

☐ Independent Special District ☐ Dependent Special District

Enabling Legislation (citation for principal act)

Date of Formation: \_\_\_\_\_

b. Governing Body:

☒ City Council ☐ Board or Directors ☐ Other (specify) \_\_\_\_\_

Number of Members 7

How are members selected ☒ at large vote ☐ voting districts

☐ voting divisions ☐ appointment at large ☐ appointment by district

☐ other (specify) \_\_\_\_\_

If elected, date of last election \_\_\_\_\_

How many members ran unopposed: \_\_\_\_\_

Terms of office ☒ 4 year ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: Ray Di. Guilio Title: Mayor/Councilmember

☒ Elected or ☐ Appointed Expiration Date of Term 12/ 1/2003

Name: Brian Brennan Title: Deputy Mayor/Councilmemb

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 1/2005

Name:: Neal Andrews Title: Councilmember

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 1/2005

Name: James J. Friedman Title: Councilmember

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 1/2003

Name:: James L. Monhan Title: Councilmember

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 1/2005

Name: Sandy E. Smith Title: Councilmember

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 1/2005

Name: Carl E. Morehouse Title: Councilmember

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 1/2003

Agency Name: City of San Buenaventura

d. Compensation (of elected officials)

Basic Stipend: \$600.00 ☐ per meeting or ☒ per month

District compensation: ☐ GovCompDC Mileage amount per mile: 0.36

☒ Meals 40/day ☒ Monthly travel Amount: \$200.00

☐ Other Spec \_\_\_\_\_

Insurance Coverage ☐ Life \_\_\_\_\_

☐ Medical \_\_\_\_\_ ☐ Dental \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_

Retirement Benef \_\_\_\_\_

Amount: \_\_\_\_\_

Is there a limit on the amount a board member/city council member can earn

☐ Check for Yes blank for No Amount: \_\_\_\_\_

Are new board members provided with an orientation session with the General Manager/City Manager?

☒ Check for Yes blank for No With Legal Council? ☒ Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day: Monday Time: 7:00 PM

Regular meeting location: Address: 501 Poli Street, Council Chambers

City: Ventura

ZipCode: 93002

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

posting, newspaper, City website

Does your agency conduct regular reviews of the requirements of the

Brown Act ☒ Check for Yes blank for No FPPC ☐ Check for Yes blank for No

Public disclosure requirements ☒ Check for Yes blank for No

Date of Last review session: 1/1/2002

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No



City of San Buenaventura

7/1/01 - 6/30/04

Agency Name City of San Buenaventura

**4. Financial Information (all agencies)**

**a. Service Cost Information:**

List current rates for all categories of services

See Attachment A

---

Water Agencies – what are the rates in terms of acre-feet

See Attachment A

---

Wastewater Agencies – what are the rates in terms of MGD See Attachment A

Rate changes in last two years:

202-03--water 9%, wastewater 12%; 2003-04 water 4%, wastewater 2%

---

Specify rate changes anticipated in next two years:

unknown

---

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

See Attachment A

---

**b. Budget Information for the Last Three Fiscal years:**

Are adopted budgets posted on the agency website? ☒ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 39,455,052 Expenses: 25,729,669

Capital Improvements: 36,283,133 Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: 70,215,219 Expenses: 27,895,986

Capital Improvements: 39,370,219 Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: 71,728,558 Expenses: 27,205,145

Capital Improvements: 44,523,413 Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

Agency Name: **City of San Buenaventura**

**c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.**

<b>FY 2000-2001:</b>	<b>Voter Approved</b>	<b>Sunset Date</b>
Property Taxes: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Special Taxes: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Service Charges: <u>11,563,900</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Fees: <u>14,760,088</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Assessments: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Stand-by Charges <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Grants: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Other (Specify): <u>interest, recoverabl</u> Amount: <u>3,506,123</u> %		

<b>FY 2001-2002:</b>	<b>Voter Approved</b>	<b>Sunset Date</b>
Property Taxes: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Special Taxes: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Service Charges: <u>10,286,230</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Fees: <u>15,668,605</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Assessments: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Stand-by Charges: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Grants: <u>68,290</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Other (Specify): <u>interest, recoverabl</u> Amount: <u>2,727,751</u> %		

<b>FY 2002-2003:</b>	<b>Voter Approved</b>	<b>Sunset Date</b>
Property Taxes: <u>0</u> %	<input checked="" type="checkbox"/> Check for Yes Blank for No	
Special Taxes: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Service Charges: <u>12,022,051</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Fees: <u>15,880,361</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Assessments: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Stand-by Charges: <u>0</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Grants: <u>181,982</u> %	<input type="checkbox"/> Check for Yes Blank for No	
Other (Specify): <u>interest, recoverabl</u> Amount: <u>1,907,194</u> %		

Are areas annexing to your agency accessed stand-by charges (click for yes): ☐

If so what is the amount of the stand-by charge

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☐

If yes what is the amount:

Agency Name City of San Buenaventura

**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue	0.03%	0.03%	0.07%
Operating Reserves			
Capital Reserve Fund			
Operating and Rate Stabilization Fund			
Restricted Debt Reserves	3,579,879	2,005,393	2,002,725
Other Reserves			

**e. Audits**

Date of last independent audit: 6/30/2002

Who conducted last independent audit? Caporicci & Larsen

Was the audit qualified in any way? No

**f. Bonds:**

What is your agency's bond rating? Aaa and AAA

What was the source of the rating? Moody's and Standard/Poors

Agency Name:

City of San Buenaventura

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

---

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

---

Pending litigation:

---

Court judgement:

---

Legal issues:

---

Restricted assets:

---

Financial constraints:

---

Other:

---

Agency Name: City of San Buenaventura

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

water, reclaimed water, wastewater collection and treatment

---

Provide a brief narrative description of the service area for water service.

within City Limits, limited service outside the City Limits (mainly single family residences and a few low water consuming industrial/commercial parcels)

---

Provide a brief narrative description of the service area for wastewater service.

Within City Limits, two exceptions outside City limits that required Council approval

---

**b. Estimated January population in agency's boundaries:** 106,848

Size in acres: 1,600

**c. Estimaed January 2003 population in sphere influence:**

Size in acres:

Agency Name City of San Buenaventura

**7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)**

a. Total number of customers    Retail 2278    Wholesale: \_\_\_\_\_

**b. Total Number of water service connections in Agency Boundaries**

Domestic 24143    Agricultural: 3    M+I 229

Reclaimed: 11    Other (specify): Temp., churchs, schls, fireli    Amount of Other: 2927

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic 1102    Agricultural: 6    M+I 2

Reclaimed: \_\_\_\_\_    Other (specify): Commercial, Churchs, Fireli    Amount of Other: 153

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

Address	Parcel Number	Etc...
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

f. Does your agency have a master plan? (Check for Yes) ☒

Date of current master plan: 1/1/1993

Date of previous master plan: \_\_\_\_\_

Agency Name

City of San Buenaventura

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: See Attachment B

Miles of Lines 400 Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required:

Dept. Health Services, Ca Regional WQCB, Air Pollution Control Dist.

Are required permits current (check the box for yes) ☒

Does your agency have permit violations: No

Is your agency applying for new permits or permit amendments: Permist renewed as required

Date of latest Water Quality Report: 1/1/2002 Are copies posted on the web? (Check for Yes) ☒

**h. Water Source Information:**

Imported Source: See Attachment B Percentage of total: \_\_\_\_\_

Reclaimed: Source: See Attachment C Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_  
Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source:	<u>See Attachment B</u>	Percentage of total:	_____
Source:	_____	Percentage of total:	_____
Source:	_____	Percentage of total:	_____
Source:	_____	Percentage of total:	_____
Source:	_____	Percentage of total:	_____

Surface (list each surface source:)

Source:	<u>See Attachment B</u>	Percentage of total:	_____
Source:	_____	Percentage of total:	_____
Source:	_____	Percentage of total:	_____

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? See Attachment B What is your agency's peak demand capacity? See Attachment B

In the event of a power outage what additional resources of power are available: stationary and portable emergency power

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed?

Casitas MWD



Agency Name:

City of San Buenaventura

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☒ SerInfoWWAMP

Date of current master plan: 1/ 1/1993 Date of previous master plan: 1/ 1/1997

---

### b. Number of wastewater service connections in agency boundaries

Residential: 22,529 Commercial: 1,992 Industrial: 10

Other (specify) church, school, municip Amount of Other: 126

---

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) see below Amount of Other: 2

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

JPA for N. Coast Sewerage (county service area no. 29) and JPA for Calif. St. Dept. of Parks and Rec

---

Agency Name

City of San Buenaventura

**e. Wastewater Service Connections:**

Total number of wastewater service connections: 24657

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facility 1400 Spinnaker Drive, Ventura (see attachment e)

Miles of Lines 375 Type: Capacity (MGD)

Year built: Year capacity last expanded

What permits are required for facilities: Regional WQCB, ACPD

Are required permits current (check box for yes) ☒

Does your agency have permit violations? (check box for yes) ☒

Is your agency applying for new permits or permit amendments? (check box for yes) ☒

If yes, what permits? Permits renewed as required

Location of treatment facilities:

Miles of lines: Type: Capacity:

Year Built: Year capacity last expanded:

What permits are required for facilities:

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits?

8. Service Information

f. List current share activity with other service providers and provide a brief description

☒ Joint Power Authorities (JPA's)

See section 8.d above

☐ Memorandums of Understanding (MOUs)

☐ Service Agreements:

☐ Purchasing Agreements:

☐ Equipment Sharing:

☐ Insurance Pools:

☐ Joint Funding:

☐ Other:

g. Agency Function:

List Agency Functions that are Provided by:

Private Contractors: Engineering, environmental, permitting, constructing

Other: \_\_\_\_\_

Annual savings produced by using contractors/other agencies \_\_\_\_\_

Other? \_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Casitas Municipal Water District

Mailing Address: 1055 Ventura Avenue

City Oak View State CA Zip 93022-

Primary Office Address (if different): Same

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Telephone: (805) 649-2251 Fax: (805) 649-3001

E-Mail: jjohnson@casitaswater.com

b. Manager (Chief Staff Official):

Last Name: Johnson First Name: John

Title General Manager

Mailing Address (if different than contact):

Address 1055 Ventura Avenue

City: Oak View State: CA Zip 93022-

Telephone (805) 649-2251 Ext 112 Fax (805) 649-3001

E-mail: jjohnson@casitaswater.com

c. Contact (if different than manager):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephon \_\_\_\_\_ Ext.: \_\_\_\_\_ Fa \_\_\_\_\_

E-mail: \_\_\_\_\_

d. Legal Counsel: Jim Lobel

Title: District Council

Mailing Address (if diferent than m 540 County Square Drive

City: Ventura State: CA Zip 93003-

Telephone (805) 654-0911 Ext: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Agency Name: Casitas Municipal Water District

**Governance Information (all agencies)**

a. Agency Type (check all that apply)

- ☐ City    Date of Incorporation: \_\_\_\_\_  
☐ General Law    ☐ Charter  
☒ Independent Special District    ☐ Dependent Special District

Enabling Legislation (citation for principal act)

Water Code

Date of Formation: \_\_\_\_\_

b. Governing Body:

- ☐ City Council    ☒ Board or Directors    ☐ Other (specify) \_\_\_\_\_

Number of Members 5

How are members selected    ☐ at large vote    ☒ voting districts

☐ voting divisions    ☐ appointment at large    ☐ appointment by district

☐ other (specify) \_\_\_\_\_

If elected, date of last election 11/02

How may members ran unopposed: 2

Terms of office    ☒ 4 year    ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: Charles A. Bennett    Title: President

☒ Elected or    ☐ Appointed    Expiration Date of Term: 12/ 1/2006

Name: James W. Wood    Title: Vice President

☒ Elected or    ☐ Appointed    Expiration Date of Term: 12/ 1/2004

Name: Bill Hicks    Title: Secretary

☒ Elected or    ☐ Appointed    Expiration Date of Term: 12/ 1/2006

Name: Peter Kaiser    Title: Director

☒ Elected or    ☐ Appointed    Expiration Date of Term: 12/ 1/2004

Name: James W. Coultas    Title: Director

☒ Elected or    ☐ Appointed    Expiration Date of Term: 12/ 1/2004

Name: \_\_\_\_\_    Title: \_\_\_\_\_

☐ Elected or    ☐ Appointed    Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_    Title: \_\_\_\_\_

☐ Elected or    ☐ Appointed    Expiration Date of Term: \_\_\_\_\_

Agency Name:

Casitas Municipal Water District

d. Compensation (of elected officials)

Basic Stipend: \$171.06 ☒ per meeting or ☒ per month

District compensation: ☐ GovCompDC Mileage amount per mile: 0.36

☒ Meals ☐ Monthly travel Amount:☐ Other Spec \_\_\_\_\_

Insurance Coverage ☐ Life \_\_\_\_\_

☒ Medical ☒ Dental

☐ Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_

Retirement Benef	PERS
------------------	------

**Amount:** \_\_\_\_\_

Is there a limit on the amount a board member/city council member can earn

☒ Check for Yes blank for No      Amount:      \$1,710.60

Are new board members provided with an orientation session with the General Manager/City Manager?

☒ Check for Yes blank for No      With Legal Council?      ☐ Check for Yes blank for No

### e. Meeting Information

Regular Scheduled meetings day:: 2nd and 4th Wednesdays Time: 3:00 PM

Regular meeting location: Address: 1055 Ventura Avenue

City: Oak View

ZipCode: 93022

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Agenda posted at the District, sent to people who request, posted on the web site

Does your agency conduct regular reviews of the requirements of the

Brown Act ☒ Check for Yes blank for No FPPC ☒ Check for Yes blank for No

Public disclosure requirements ☐ Check for Yes blank for No

Date of Last review session: \_\_\_\_\_

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No

Agency Name:

Casitas Municipal Water District

### 3. Employee Information (all agencies)

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees** 37

Executive and Management 7 Professional and Support 4

Operational: 26 Other (Specify): \_\_\_\_\_ Number: \_\_\_\_\_

**b. Number of Employees in all aspects of Water Service**

Executive and Management 7 Professional and Support 4

Operational 26 Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

4

How many Employees are represented: \_\_\_\_\_ Agency Total: \_\_\_\_\_

Water Service: \_\_\_\_\_

Wastewater Service \_\_\_\_\_

What are the dates and terms of the last bargaining agreements

3-year term 2001-03

Agency Name Casitas Municipal Water District

**4. Financial Information (all agencies)**

**a. Service Cost Information:**

List current rates for all categories of services

See Attached

Water Agencies – what are the rates in terms of acre-feet

Wastewater Agencies – what are the rates in terms of MGD

Rate changes in last two years:

Specify rate changes anticipated in next two years:

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

**b. Budget Information for the Last Three Fiscal years:**

Are adopted budgets posted on the agency website? ☒ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 9,073,980 Expenses: 5,412,900

Capital Improvements: 6,657,360 Reserves: 12,996,280

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: 11,437,287 Expenses: 5,860,618

Capital Improvements: 14,373,004 Reserves: 8,796,335

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: 14,150,685 Expenses: 6,413,956

Capital Improvements: 12,586,706 Reserves: 4,849,977

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_



**Casitas Municipal Water District**

If yes what is the amount:

Agency Name Casitas Municipal Water District

**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue	80.00%	124.00%	130.00%
Operating Reserves	2,500,000	2,500,000	2,500,000
Capital Reserve Fund	636,089	636,089	478,111
Operating and Rate Stabilization Fund	487,913	487,913	343,466
Restricted Debt Reserves	4,649,442	7,551,713	5,854,572
Other Reserves	3,113,000	3,000,000	2,650,000

**e. Audits**

Date of last independent audit: 1/1/2002

Who conducted last independent audit? Porter & Co.

Was the audit qualified in any way? no

**f. Bonds:**

What is your agency's bond rating? \_\_\_\_\_

What was the source of the rating? \_\_\_\_\_

Agency Name:

Casitas Municipal Water District

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

---

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

---

Pending litigation:

---

Court judgement:

---

Legal issues:

---

Restricted assets:

---

Financial constraints:

---

Other:

---

Agency Name: Casitas Municipal Water District

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

water, conservation, recreation

---

Provide a brief narrative description of the service area for water service.

Mills Road in Ventura and out to La Conchita area and to Upper Ojai

---

Provide a brief narrative description of the service area for wastewater service.

---

**b. Estimated January population in agency's boundaries:** 67,785

Size in acres:                     

**c. Estimated January 2003 population in sphere influence:**                     

Size in acres:

Agency Name Casitas Municipal Water District

**7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)**

**a. Total number of customers**    Retail \_\_\_\_\_    Wholesale: \_\_\_\_\_

**b. Total Number of water service connections in Agency Boundaries**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

Address	Parcel Number	Etc...
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**f. Does your agency have a master plan? (Check for Yes)**    ☐

Date of current master plan: \_\_\_\_\_

Date of previous master plan: \_\_\_\_\_

Agency Name

Casitas Municipal Water District

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required: \_\_\_\_\_

Are required permits current (check the box for yes) ☐

Does your agency have permit violations: \_\_\_\_\_

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: \_\_\_\_\_ Are copies posted on the web? (Check for Yes) ☒

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source:)

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? \_\_\_\_\_ What is your agency's peak demand capacity? \_\_\_\_\_

In the event of a power outage what additional resources of power are available: generators

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed?

reservoirs

Agency Name:

Casitas Municipal Water District

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

---

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

---

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

Agency Name

Casitas Municipal Water District

**e. Wastewater Service Connections:**

Total number of wastewater service connections:

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facility \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_ Capacity (MGD) \_\_\_\_\_

Year built: \_\_\_\_\_ Year capacity last expanded \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

\_\_\_\_\_

Location of treatment facilities: \_\_\_\_\_

Miles of lines: \_\_\_\_\_ Type: \_\_\_\_\_ Capacity: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_



**Agency Name:** **Casitas Municipal Water District**

## 8. Service Information

**f. List current share activity with other service providers and provide a brief description**

☐ Joint Power Authorities (JPA's)

\_\_\_\_\_

☐ Memorandums of Understanding (MOUs)

\_\_\_\_\_

☐ Service Agreements:

\_\_\_\_\_

☐ Purchasing Agreements:

\_\_\_\_\_

☐ Equipment Sharing:

\_\_\_\_\_

☐ Insurance Pools:

\_\_\_\_\_

☐ Joint Funding:

\_\_\_\_\_

☐ Other:

\_\_\_\_\_

**g. Agency Function:**

List Agency Functions that are Provided by:

Private Contractors: \_\_\_\_\_

Other: \_\_\_\_\_

Annual savings produced by using contractors/other agencies \_\_\_\_\_

Other? \_\_\_\_\_

\_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

\_\_\_\_\_

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Meiners Oak County Water District

Mailing Address: \_\_\_\_\_

City             State         Zip                

Primary Office Address (if different):            

City             State         Zip                

Telephone:                                 Fax:                                

E-Mail: \_\_\_\_\_

b. Manager (Chief Staff Official):

Last Name:                     First Name:                    

Title                                

Mailing Address (if different than contact):

Address            

City:             State:         Zip                

Telephone                                 Ext         Fax                        

E-mail: \_\_\_\_\_

c. Contact (if different than manager):

Last Name:                     First Name:                    

Title                                

Address:                                

City:             State:         Zip                

Telephon                                 Ext.:         Fa                

E-mail: \_\_\_\_\_

d. Legal Counsel: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address (if diferent than m                                

City:             State:         Zip                

Telephone                                 Ext:         Fax                

E-mail

Agency Name: Meiners Oak County Water District

**Goverance Information (all agencies)**

a. Agency Type (check all that apply)

- ☐ City      Date of Incorporation: \_\_\_\_\_  
☐ General Law    ☐ Charter  
☒ Independent Special District    ☐ Dependent Special District  
Enabling Legislation (citation for principal act)

\_\_\_\_\_  
Date of Formation: 12/30/1899

b. Governing Body:

- ☐ City Council    ☒ Board or Directors    ☐ Other (specify) \_\_\_\_\_

Number of Members -8E+08

- How are members selected    ☒ at large vote    ☐ voting districts  
☐ voting divisions    ☐ appointment at large    ☐ appointment by district  
☐ other (specify) \_\_\_\_\_

\_\_\_\_\_  
If elected, date of last election \_\_\_\_\_

How may members ran unopposed: \_\_\_\_\_

Terms of office    ☒ 4 year    ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: □□□□□□□□      Title: □□□□□

☒ Elected or ☐ Appointed      Expiration Date of Term: 12:00:00 AM

Name: □□□□□□□□      Title: □□□□□□□□

☒ Elected or ☐ Appointed      Expiration Date of Term: 12:00:00 AM

Name: □□□□□□□□      Title: □□□□□

☐ Elected or ☒ Appointed      Expiration Date of Term: 12:00:00 AM

Name: □□□□□□□□      Title: □□□□□

☒ Elected or ☐ Appointed      Expiration Date of Term: 12:00:00 AM

Name: □□□□□□□□      Title: □□□□□

☐ Elected or ☒ Appointed      Expiration Date of Term: 12:00:00 AM

Name: \_\_\_\_\_      Title: \_\_\_\_\_

☐ Elected or ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_      Title: \_\_\_\_\_

☐ Elected or ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Meiners Oak County Water District

☐ Check for Yes blank for No

Agency Name:

Meiners Oak County Water District

### 3. Employee Information (all agencies)

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees** 2E+09

Executive and Management 922 Professional and Support \_\_\_\_\_

Operational: E+09 Other (Specify): □□□□ Number: 410

**b. Number of Employees in all aspects of Water Service**

Executive and Management 256 Professional and Support \_\_\_\_\_

Operational E+09 Other (Specify) □□□□ Number: 410

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

How many Employees are represented: \_\_\_\_\_ Agency Total: \_\_\_\_\_

Water Service: \_\_\_\_\_

Wastewater Service \_\_\_\_\_

What are the dates and terms of the last bargaining agreements

Agency Name **Meiners Oak County Water District**

**4. Financial Information (all agencies)**

**a. Service Cost Information:**

List current rates for all categories of services

Attached Copy

Water Agencies – what are the rates in terms of acre-feet

Domestic: 372.00      Agri: 135.03

Wastewater Agencies – what are the rates in terms of MGD \_\_\_\_\_

Rate changes in last two years:

Specify rate changes anticipated in next two years:

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

**b. Budget Information for the Last Three Fiscal years:**

Are adopted budgets posted on the agency website? ☐ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: \_\_\_\_\_ Expenses: \_\_\_\_\_

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: \_\_\_\_\_ Expenses: \_\_\_\_\_

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: \_\_\_\_\_ Expenses: \_\_\_\_\_

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

Agency Name: **Meiners Oak County Water District**

**c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.**

**FY 2000-2001:**

**Voter Approved**

**Sunset Date**

Property Taxes: 70,386 % 12.00% ☐ Check for Yes Blank for No \_\_\_\_\_  
Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Fees: 394,096 % 68.00% ☐ Check for Yes Blank for No \_\_\_\_\_  
Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Other (Specify): interst Amount: 114,595 % 20.00%

**FY 2001-2002:**

**Voter Approved**

**Sunset Date**

Property Taxes: 73,967 % 13.00% ☐ Check for Yes Blank for No \_\_\_\_\_  
Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Fees: 431,709 % 74.00% ☐ Check for Yes Blank for No \_\_\_\_\_  
Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Other (Specify): interest Amount: 74,056 % 13.00%

**FY 2002-2003:**

**Voter Approved**

**Sunset Date**

Property Taxes: 70,000 % 12.00% ☐ Check for Yes Blank for No \_\_\_\_\_  
Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Fees: 421,993 % 74.00% ☐ Check for Yes Blank for No \_\_\_\_\_  
Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Other (Specify): interest Amount: 80,000 % 14.00%

Are areas annexing to your agency accessed stand-by charges (click for yes): ☐

If so what is the amount of the stand-by charge

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☐

If yes what is the amount:

Agency Name	Meiners Oak County Water District
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**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue			
Operating Reserves			251,000
Capital Reserve Fund			320,229
Operating and Rate Stabilization Fund			
Restricted Debt Reserves			
Other Reserves			250,000

**e. Audits**

Date of last independent audit: \_\_\_\_\_

Who conducted last independent audit? Nelson + Poindexter

Was the audit qualified in any way? \_\_\_\_\_

**f. Bonds:**

What is your agency's bond rating? \_\_\_\_\_

What was the source of the rating? \_\_\_\_\_



Agency Name:

Meiners Oak County Water District

## 5. Government Structure (all agencies)

- a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes) ☐
- b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes) ☐
- c. Describe any litigations your agency has been involved in the previous two years.

---

**d. Identify any limitations that might affect possible government structure options including:**

Enabling legislation/charter: \_\_\_\_\_

Pending litigation: \_\_\_\_\_

Court judgement: \_\_\_\_\_

Legal issues: \_\_\_\_\_

Restricted assets: \_\_\_\_\_

Financial constraints: \_\_\_\_\_

Other: \_\_\_\_\_

Agency Name:

Meiners Oak County Water District

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

Water

---

Provide a brief narrative description of the service area for water service.

Meiners Oaks 1300 Acres

---

Provide a brief narrative description of the service area for wastewater service.

---

**b. Estimated January population in agency's boundaries:** 4,000

Size in acres: 1,300

**c. Estimated January 2003 population in sphere influence:** 4,000

Size in acres: 1,300

Agency Name Meiners Oak County Water District

**7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)**

a. Total number of customers    Retail 1263    Wholesale: \_\_\_\_\_

**b. Total Number of water service connections in Agency Boundaries**

Domestic 1172    Agricultural: 34    M+I 60

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

Address	Parcel Number	Etc...
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

f. Does your agency have a master plan? (Check for Yes) ☐

Date of current master plan: \_\_\_\_\_

Date of previous master plan: \_\_\_\_\_

Agency Name

Meiners Oak County Water District

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required: \_\_\_\_\_

Are required permits current (check the box for yes) ☒

Does your agency have permit violations: \_\_\_\_\_

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: 1/1/2002 Are copies posted on the web? (Check for Yes) ☐

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total: \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: 4 Wells Percentage of total: 100.00%

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source:)

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? \_\_\_\_\_ What is your agency's peak demand capacity? \_\_\_\_\_

In the event of a power outage what additional resources of power are available: \_\_\_\_\_

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed? \_\_\_\_\_

Agency Name:

Meiners Oak County Water District

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

---

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

---

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

Agency Name

Meiners Oak County Water District

**e. Wastewater Service Connections:**

Total number of wastewater service connections:

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facility \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_ Capacity (MGD) \_\_\_\_\_

Year built: \_\_\_\_\_ Year capacity last expanded \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

---

Location of treatment facilities: \_\_\_\_\_

Miles of lines: \_\_\_\_\_ Type: \_\_\_\_\_ Capacity: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

**8. Service Information**

**f. List current share activity with other service providers and provide a brief description**

☐ Joint Power Authorities (JPA's)

\_\_\_\_\_

☐ Memorandums of Understanding (MOUs)

\_\_\_\_\_

☐ Service Agreements:

\_\_\_\_\_

☐ Purchasing Agreements:

\_\_\_\_\_

☐ Equipment Sharing:

\_\_\_\_\_

☐ Insurance Pools:

\_\_\_\_\_

☐ Joint Funding:

\_\_\_\_\_

☐ Other:

\_\_\_\_\_

**g. Agency Function:**

List Agency Functions that are Provided by:

Private Contractors: \_\_\_\_\_

Other: \_\_\_\_\_

Annual savings produced by using contractors/other agencies \_\_\_\_\_

Other? \_\_\_\_\_

\_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

\_\_\_\_\_

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Montalvo Municipal Improvement District

Mailing Address: 3555 Ventura Road

City Ventura State CA Zip 93003-

Primary Office Address (if different): 1001 Partridge Dr. Suite 150

City Ventura State CA Zip 93003-

Telephone: (805) 658-4605 Fax: (805) 658-4615

E-Mail: debidewess@vrsd.com

b. Manager (Chief Staff Official):

Last Name: Polk First Name: Kelly M.

Title District Manager

Mailing Address (if different than contact):

Address 1001 Partridge Dr. Suite 150

City: Ventura State: CA Zip 93003-

Telephone (805) 658-4605 Ext.  Fax (805) 658-4615

E-mail: debideweess@vrsd.com

c. Contact (if different than manager):

Last Name: DeWees First Name: Debi

Title Clerk of the Board

Address: Same

City:  State: CA Zip

Telephon  Ext.:  Fa

E-mail:

d. Legal Counsel: Robert Bartosh, Hathaway, Perrett, Webster, Powers, Chrisman

Title: District Legal Counsel

Mailing Address (if diferent than m 5450 Telegraph Road

City: Ventura State: CA Zip 93003-

Telephone (805) 644-7111 Ext:  Fax (805) 644-8296

E-mail



Agency Name: Montalvo Municipal Improvement District

**Governance Information (all agencies)**

a. Agency Type (check all that apply)

☐ City      Date of Incorporation: \_\_\_\_\_

☐ General Law    ☐ Charter

☒ Independent Special District      ☐ Dependent Special District

Enabling Legislation (citation for principal act)

State of California Statutes Ch. 549, Senate Bill 808 dated 1955

Date of Formation: 5/4/1955

b. Governing Body:

☐ City Council      ☒ Board or Directors      ☐ Other (specify) \_\_\_\_\_

Number of Members 5

How are members selected    ☒ at large vote      ☐ voting districts

☐ voting divisions    ☐ appointment at large    ☐ appointment by district

☐ other (specify) \_\_\_\_\_

If elected, date of last election 11/01/2002

How may members ran unopposed: 2

Terms of office    ☒ 4 year      ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: Nancy Acosta      Title: President

☒ Elected or    ☐ Appointed      Expiration Date of Term 1/ 1/2006

Name: Chuck Vacca      Title: Vice President

☒ Elected or    ☐ Appointed      Expiration Date of Term: 1/ 1/2006

Name: Elva Blackburn      Title: Treasurer

☒ Elected or    ☐ Appointed      Expiration Date of Term: 1/ 1/2004

Name: Betty Hernandez      Title: Secretary

☒ Elected or    ☐ Appointed      Expiration Date of Term: 1/ 1/2004

Name: Helen Huring      Title: Director

☒ Elected or    ☐ Appointed      Expiration Date of Term: 1/ 1/2004

Name: \_\_\_\_\_      Title: \_\_\_\_\_

☐ Elected or    ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_      Title: \_\_\_\_\_

☐ Elected or    ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Agency Name: Montalvo Municipal Improvement District

d. Compensation (of elected officials)

Basic Stipend: \$150.00 ☒ per meeting or ☐ per month

District compensation: ☐ GovCompDC Mileage amount per mile:                     

☐ Meals                      ☐ Monthly travel Amount:                     

☒ Other Spec assigned meetings: LAFCO & VCSDA \$30.00/hr

Insurance Coverage ☐ Life                     

☐ Medical                      ☐ Dental                     

☒ Other (Specify): State Compensation Insurance Amount:                     

Retirement Benef 457 Retirement Plan

Amount: 10/month

Is there a limit on the amount a board member/city council member can earn

☒ Check for Yes blank for No Amount: \$900.00

Are new board members provided with an orientation session with the General Manager/City Manager?

☒ Check for Yes blank for No With Legal Council? ☒ Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day:: 3rd Wednesday Time: 7:00 PM

Regular meeting location: Address: 3555 Ventura Road

City: Ventura

ZipCode: 93003

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Near post office in Montalvo School and MMID treatment plant

Does your agency conduct regular reviews of the requirements of the

Brown Act ☒ Check for Yes blank for No FPPC ☐ Check for Yes blank for No

Public disclosure requirements ☒ Check for Yes blank for No

Date of Last review session: 1/1/2003

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No

Agency Name:

Montalvo Municipal Improvement District

### 3. Employee Information (all agencies)

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees** \_\_\_\_\_

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational: \_\_\_\_\_ Other (Specify): \_\_\_\_\_ Number: \_\_\_\_\_

**b. Number of Employees in all aspects of Water Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

How many Employees are represented: \_\_\_\_\_ Agency Total: \_\_\_\_\_

Water Service: \_\_\_\_\_

Wastewater Service \_\_\_\_\_

What are the dates and terms of the last bargaining agreements

**4. Financial Information (all agencies)**

**a. Service Cost Information:**

List current rates for all categories of services  
wastewater coll. & treatment \$13.00/ERU per month

---

Water Agencies – what are the rates in terms of acre-feet  
0

---

Wastewater Agencies – what are the rates in terms of MGD ERU: \$13.00/ERU per month  
Rate changes in last two years:  
No: Last rate increase 1994

---

Specify rate changes anticipated in next two years:

---

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?  
customers outside agency's boundaries

**b. Budget Information for the Last Three Fiscal years:**

Are adopted budges posted on the agency website? ☐ Check for Yes Blank for No  
Are copies of adopted budgets available to the public ☐ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 481,586 Expenses: 402,607

Capital Improvements: 223,525 Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: 464,456 Expenses: 406,557

Capital Improvements: 126,843 Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: 439,450 Expenses: 512,260

Capital Improvements: 87,338 Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

Agency Name:

Montalvo Municipal Improvement District

c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.

## FY 2000-2001:

## Voter Approved

## Sunset Date

Property Taxes:	<u>170,697</u>	%	<u>35.00%</u>	<input checked="" type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Special Taxes:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Service Charges:	<u>211,806</u>	%	<u>44.00%</u>	<input checked="" type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Fees:	<u>8,950</u>	%	<u>2.00%</u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Assessments:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Stand-by Charges	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Grants:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Other (Specify):	<u>rental, interest</u>	Amount:	<u>90,133</u>	%	<u>19.00%</u>

## FY 2001-2002:

## Voter Approved

## Sunset Date

Property Taxes:	<u>178,169</u>	%	<u>38.00%</u>	<input checked="" type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Special Taxes:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Service Charges:	<u>224,695</u>	%	<u>48.00%</u>	<input checked="" type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Fees:	<u>9,150</u>	%	<u>2.00%</u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Assessments:	<u>1,800</u>	%	<u>1.00%</u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Stand-by Charges:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Grants:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Other (Specify):	<u>rental, interest</u>	Amount:	<u>50,142</u>	%	<u>11.00%</u>

## FY 2002-2003:

## Voter Approved

## Sunset Date

Property Taxes:	<u>149,000</u>	%	<u>34.00%</u>	<input checked="" type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Special Taxes:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Service Charges:	<u>211,800</u>	%	<u>48.00%</u>	<input checked="" type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Fees:	<u>8,500</u>	%	<u>2.00%</u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Assessments:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Stand-by Charges:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Grants:	<u>                    </u>	%	<u>                    </u>	<input type="checkbox"/> Check for Yes Blank for No	<u>                    </u>
Other (Specify):	<u>rental, interest</u>	Amount:	<u>68,600</u>	%	<u>16.00%</u>

Are areas annexing to your agency accessed stand-by charges (click for yes):

☐

If so what is the amount of the stand-by charge

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes)

☐

If yes what is the amount:

Agency Name Montalvo Municipal Improvement District

**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue	273.00%	273.00%	273.00%
Operating Reserves	400,000	400,000	400,000
Capital Reserve Fund	100,000	100,000	100,000
Operating and Rate Stabilization Fund			
Restricted Debt Reserves			
Other Reserves	700,000	700,000	700,000

**e. Audits**

Date of last independent audit: 10/25/2002

Who conducted last independent audit? Nelson & Poindexter, CPA

Was the audit qualified in any way? no

**f. Bonds:**

What is your agency's bond rating? unknown

What was the source of the rating? unknown

Agency Name:

Montalvo Municipal Improvement District

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

---

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

---

Pending litigation:

---

Court judgement:

---

Legal issues:

---

Restricted assets:

---

Financial constraints:

---

Other:

---

Agency Name: Montalvo Municipal Improvement District

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

wastewater collection and treatment

---

Provide a brief narrative description of the service area for water service.

---

Provide a brief narrative description of the service area for wastewater service.

---

**b. Estimated January population in agency's boundaries:** 1,200

Size in acres: 280

**c. Estimated January 2003 population in sphere influence:**

Size in acres: 50



Agency Name Montalvo Municipal Improvement District

**7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)**

**a. Total number of customers**    Retail \_\_\_\_\_ Wholesale: \_\_\_\_\_

**b. Total Number of water service connections in Agency Boundaries**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

Address	Parcel Number	Etc...
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**f. Does your agency have a master plan? (Check for Yes)**    ☐

Date of current master plan: \_\_\_\_\_

Date of previous master plan: \_\_\_\_\_

Agency Name

Montalvo Municipal Improvement District

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required: \_\_\_\_\_

Are required permits current (check the box for yes) ☐

Does your agency have permit violations: \_\_\_\_\_

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: \_\_\_\_\_ Are copies posted on the web? (Check for Yes) ☐

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source:)

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? \_\_\_\_\_ What is your agency's peak demand capacity? \_\_\_\_\_

In the event of a power outage what additional resources of power are available: \_\_\_\_\_

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed? \_\_\_\_\_

Agency Name:

Montalvo Municipal Improvement District

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ 1,253 \_\_\_\_\_ Commercial: \_\_\_\_\_ 26 \_\_\_\_\_ Industrial: \_\_\_\_\_ 1 \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ 15 \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

Agency Name

Montalvo Municipal Improvement District

**e. Wastewater Service Connections:**

Total number of wastewater service connections: 642

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facility 3555 Ventura Road, Ventura, Ca

Miles of Lines 8 Type: advanced secondary Capacity (MGD) 0.36

Year built: 1/ 1/1964 Year capacity last expanded 2001

What permits are required for facilities: State of California RWQCB

Are required permits current (check box for yes) ☒

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

Location of treatment facilities: 3555 Ventura Road, Ventura, Ca

Miles of lines: 8 Type: advanced secondary Capacity: 0.36

Year Built: 1/ 1/1964 Year capacity last expanded: 2001

What permits are required for facilities:

RWQCB Waste Discharge Permit

Are required permits current (check box for yes) ☒

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

**8. Service Information**

**f. List current share activity with other service providers and provide a brief description**

☐ Joint Power Authorities (JPA's)

☐ Memorandums of Understanding (MOUs)

☒ Service Agreements:

City of Ventura, Auto Dealership & Service on Victoria Blvd.

☐ Purchasing Agreements:

☐ Equipment Sharing:

☐ Insurance Pools:

☐ Joint Funding:

☐ Other:

**g. Agency Function:**

List Agency Functions that are Provided by:

Private Contractors:

Other: Ventura Regional Sanitation District provides operations, maint. Source control and administration

Annual savings produced by using contractors/other agencies

Other?

List any excess capacity, facilities or staff which can be made available by your agency

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Ojai Basin Groundwater Management Agency

Mailing Address: Box 1570

City Ojai State CA Zip 93024-

Primary Office Address (if different): 351 Verano Drive

City Ojai State CA Zip 93023-

Telephone: (805) 640-8157 Fax: (805) 640-1207

E-Mail: ioynharry@aol.com

b. Manager (Chief Staff Official):

Last Name: Bodell First Name: Harry

Title Executive Secretary

Mailing Address (if different than contact):

Address 351 Verano Drive

City: Ojai State: CA Zip 93023-

Telephone (805) 640-8157 Ext.  Fax (805) 640-1207

E-mail: ioynharry@aol.com

c. Contact (if different than manager):

Last Name:  First Name:

Title

Address:

City:  State: CA Zip

Telephon  Ext.:  Fa

E-mail:

d. Legal Counsel:

Title:

Mailing Address (if diferent than m

City:  State: CA Zip

Telephone  Ext:  Fax

E-mail

Agency Name:

Ojai Basin Groundwater Management Agency

**Goverance Information (all agencies)**

a. Agency Type (check all that apply)

☐ City Date of Incorporation: \_\_\_\_\_

☐ General Law ☐ Charter

☒ Independent Special District ☐ Dependent Special District

Enabling Legislation (citation for principal act)

SB 534

Date of Formation: 10/18/1991

b. Governing Body:

☐ City Council ☒ Board or Directors ☐ Other (specify) \_\_\_\_\_

Number of Members 5

How are members selected ☐ at large vote ☐ voting districts

☐ voting divisions ☐ appointment at large ☐ appointment by district

☒ other (specify) Specified in legislation

If elected, date of last election \_\_\_\_\_

How may members ran unopposed: \_\_\_\_\_

Terms of office ☐ 4 year ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: Rae Hanstad Title: President

☐ Elected or ☒ Appointed Expiration Date of Term 12/31/2003

Name: Jim Coultas Title: \_\_\_\_\_

☐ Elected or ☒ Appointed Expiration Date of Term: \_\_\_\_\_

Name: Frank Bennett Title: \_\_\_\_\_

☐ Elected or ☒ Appointed Expiration Date of Term: \_\_\_\_\_

Name: Julie Bloomer Title: \_\_\_\_\_

☐ Elected or ☒ Appointed Expiration Date of Term: \_\_\_\_\_

Name: Jerry Conrow Title: \_\_\_\_\_

☒ Elected or ☐ Appointed Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Elected or ☐ Appointed Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Elected or ☐ Appointed Expiration Date of Term: \_\_\_\_\_

Agency Name:

Ojai Basin Groundwater Management Agency

d. Compensation (of elected officials)

Basic Stipend: \$0.00 ☐ per meeting or ☐ per month

District compensation: ☐ GovCompDC Mileage amount per mile: \_\_\_\_\_

☐ Meals ☐ Monthly travel Amount: \_\_\_\_\_☐ Other Spec \_\_\_\_\_

Insurance Coverage ☐ Life \_\_\_\_\_

☐ Medical ☐ Dental

☐ Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_

Retirement Benef

**Amount:** \_\_\_\_\_

Is there a limit on the amount a board member/city council member can earn

☐ Check for Yes blank for No      Amount: \_\_\_\_\_

Are new board members provided with an orientation session with the General Manager/City Manager?

☒ Check for Yes blank for No      With Legal Council?      ☐ Check for Yes blank for No

#### e. Meeting Information

Regular Scheduled meetings day:: Bimonthly; Thursday Time: 7:00 PM

Regular meeting location: Address: Ojai City Hall

City: \_\_\_\_\_

ZipCode:

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

legal notice, Ojai Valley News

Does your agency conduct regular reviews of the requirements of the

Brown Act ☒ Check for Yes blank for No FPPC ☐ Check for Yes blank for No

Public disclosure requirements ☐ Check for Yes blank for No

Date of Last review session: 5/2/2003

Has your agency been cited for a violation of the Brown Act and/or FPFC regulations in the previous two years?

☐ Check for Yes blank for No



Agency Name:

Ojai Basin Groundwater Management Agency

### 3. Employee Information (all agencies)

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees** \_\_\_\_\_ 3

Executive and Management \_\_\_\_\_ 1 Professional and Support \_\_\_\_\_ 2

Operational: \_\_\_\_\_ Other (Specify): (all are part time) Number: \_\_\_\_\_

**b. Number of Employees in all aspects of Water Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

How many Employees are represented: Agency Total: \_\_\_\_\_

Water Service: \_\_\_\_\_

Wastewater Service \_\_\_\_\_

What are the dates and terms of the last bargaining agreements

Agency Name Ojai Basin Groundwater Management Agency

**4. Financial Information (all agencies)**

**a. Service Cost Information:**

List current rates for all categories of services

Water Agencies – what are the rates in terms of acre-feet

\$5.00.af

Wastewater Agencies – what are the rates in terms of MGD \_\_\_\_\_

Rate changes in last two years:

Decreased by \$1:00/acre feet

Specify rate changes anticipated in next two years:

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

**b. Budget Information for the Last Three Fiscal years:**

Are adopted budgets posted on the agency website? ☐ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 32,331 Expenses: 35,789

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: 33,623 Expenses: 32,189

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: 29,946 Expenses: 31,232

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

Agency Name: **Ojai Basin Groundwater Management Agency**

**c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.**

**FY 2000-2001: Voter Approved Sunset Date**

Property Taxes: 66 % 0.20% ☐ Check for Yes Blank for No \_\_\_\_\_

Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Fees: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Stand-by Charges \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Other (Specify): Extraction and inter Amount: 33,226 % 99.80%

**FY 2001-2002: Voter Approved Sunset Date**

Property Taxes: 186 % 0.50% ☐ Check for Yes Blank for No \_\_\_\_\_

Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Fees: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Other (Specify): Extraction and inte Amount: 33,978 % 99.50%

**FY 2002-2003: Voter Approved Sunset Date**

Property Taxes: 0 % 0.00% ☐ Check for Yes Blank for No \_\_\_\_\_

Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Fees: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Other (Specify): Extraction and Inte Amount: 24,131 % 10000.00%

Are areas annexing to your agency accessed stand-by charges (click for yes) ☐

If so what is the amount of the stand-by charge

\_\_\_\_\_

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☐

If yes what is the amount:

\_\_\_\_\_

Agency Name Ojai Basin Groundwater Management Agency

**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue			
Operating Reserves	0	0	0
Capital Reserve Fund	800	0	0
Operating and Rate Stabilization Fund	0	0	0
Restricted Debt Reserves	0	0	0
Other Reserves	5,000	5,000	0

**e. Audits**

Date of last independent audit: 6/30/2002

Who conducted last independent audit? Nelson and Poindexter

Was the audit qualified in any way? \_\_\_\_\_

**f. Bonds:**

What is your agency's bond rating? \_\_\_\_\_

What was the source of the rating? \_\_\_\_\_

Agency Name: Ojai Basin Groundwater Management Agency

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☒

c. Describe any litigations your agency has been involved in the previous two years.

none

---

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

---

Pending litigation:

---

Court judgement:

---

Legal issues:

---

Restricted assets:

---

Financial constraints:

---

Other:

---

Agency Name: Ojai Basin Groundwater Management Agency

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

Monitoring of Basin's Water Quality; Water Quantity Studies and Reports; Maps

---

Provide a brief narrative description of the service area for water service.

Water Monitoring

---

Provide a brief narrative description of the service area for wastewater service.

---

**b. Estimated January population in agency's boundaries:** \_\_\_\_\_

Size in acres: \_\_\_\_\_

**c. Estimated January 2003 population in sphere influence:** \_\_\_\_\_

Size in acres: \_\_\_\_\_

Agency Name Ojai Basin Groundwater Management Agency

**7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)**

**a. Total number of customers**    Retail \_\_\_\_\_ Wholesale: \_\_\_\_\_

**b. Total Number of water service connections in Agency Boundaries**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

Address	Parcel Number	Etc...
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**f. Does your agency have a master plan? (Check for Yes)**    ☒

Date of current master plan: 6/10/1994

Date of previous master plan: \_\_\_\_\_

Agency Name

Ojai Basin Groundwater Management Agency

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required: \_\_\_\_\_

Are required permits current (check the box for yes) ☐

Does your agency have permit violations: \_\_\_\_\_

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: \_\_\_\_\_ Are copies posted on the web? (Check for Yes) ☐

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source:)

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? \_\_\_\_\_ What is your agency's peak demand capacity? \_\_\_\_\_

In the event of a power outage what additional resources of power are available: \_\_\_\_\_

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed? \_\_\_\_\_



Agency Name:

Ojai Basin Groundwater Management Agency

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

---

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

---

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

Agency Name

Ojai Basin Groundwater Management Agency

**e. Wastewater Service Connections:**

Total number of wastewater service connections:

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facility \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_ Capacity (MGD) \_\_\_\_\_

Year built: \_\_\_\_\_ Year capacity last expanded \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

\_\_\_\_\_

Location of treatment facilities: \_\_\_\_\_

Miles of lines: \_\_\_\_\_ Type: \_\_\_\_\_ Capacity: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

**8. Service Information**

**f. List current share activity with other service providers and provide a brief description**

- ☐ Joint Power Authorities (JPA's) \_\_\_\_\_
- ☐ Memorandums of Understanding (MOUs) \_\_\_\_\_
- ☐ Service Agreements: \_\_\_\_\_
- ☐ Purchasing Agreements: \_\_\_\_\_
- ☐ Equipment Sharing: \_\_\_\_\_
- ☐ Insurance Pools: \_\_\_\_\_
- ☐ Joint Funding: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

**g. Agency Function:**

List Agency Functions that are Provided by:

Private Contractors: \_\_\_\_\_

Other: \_\_\_\_\_

Annual savings produced by using contractors/other agencies \_\_\_\_\_

Other? \_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

\_\_\_\_\_

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Ojai Valley Sanitary District

Mailing Address: 1027 Tico Road

City Ojai State CA Zip 93023-

Primary Office Address (if different): Same

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Telephone: (805) 646-5548 Fax: (805) 640-0842

E-Mail: www.ojaisan.org

b. Manager (Chief Staff Official):

Last Name: Correa First Name: John

Title General Manager

Mailing Address (if different than contact):

Address 1072 Tico Road

City: Ojai State: CA Zip 93023-

Telephone (805) 646-5548 Ext \_\_\_\_\_ Fax (805) 640-0842

E-mail: john.correa@ojaisan.org

c. Contact (if different than manager):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephon \_\_\_\_\_ Ext.: \_\_\_\_\_ Fa \_\_\_\_\_

E-mail: \_\_\_\_\_

d. Legal Counsel: Mark Zirbel

Title: District Legal Counsel

Mailing Address (if diferent than m 300 Esplanade Dr. Suite 2100

City: Oxnard State: CA Zip 93036-

Telephone (805) 988-9886 Ext: \_\_\_\_\_ Fax (805) 988-1937

E-mail mzirbel@atozlaw

Agency Name: Ojai Valley Sanitary District

**Governance Information (all agencies)**

a. Agency Type (check all that apply)

- ☐ City      Date of Incorporation: \_\_\_\_\_  
☐ General Law      ☐ Charter  
☒ Independent Special District      ☐ Dependent Special District

Enabling Legislation (citation for principal act)

Calif. Health and Safety Code Div. 6 Sec. 6400

Date of Formation: 1/1/1985

b. Governing Body:

- ☐ City Council      ☒ Board or Directors      ☐ Other (specify) \_\_\_\_\_

Number of Members 7

How are members selected      ☐ at large vote      ☐ voting districts

☒ voting divisions      ☐ appointment at large      ☐ appointment by district

☐ other (specify) \_\_\_\_\_

If elected, date of last election 11/05/2002

How many members ran unopposed: 1

Terms of office      ☒ 4 year      ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: William E. Lotts      Title: Chairman

☒ Elected or ☐ Appointed      Expiration Date of Term: 12/ 1/2004

Name: Stan Greene      Title: Vice Chairman

☒ Elected or ☐ Appointed      Expiration Date of Term: 12/ 1/2006

Name: John R. Burg      Title: Secretary

☒ Elected or ☐ Appointed      Expiration Date of Term: 12/ 1/2006

Name: Peter M. Kaiser      Title: Assistant Secretary

☒ Elected or ☐ Appointed      Expiration Date of Term: 12/ 1/2004

Name: Russ Baggerly      Title: Director

☒ Elected or ☐ Appointed      Expiration Date of Term: 12/ 1/2004

Name: William M. Stone      Title: Director

☒ Elected or ☐ Appointed      Expiration Date of Term: 12/10/2004

Name: John R. Curtis      Title: Director

☒ Elected or ☐ Appointed      Expiration Date of Term: 12/ 1/2006

Ojai Valley Sanitary District

d. Compensation (of elected officials)

Basic Stipend: \$100.00 ☒ per meeting or ☐ per month

District compensation: ☐ GovCompDC Mileage amount per mile: 0.36

☒ Meals 43 ☐ Monthly travel Amount:☐ Other Spec \_\_\_\_\_

Insurance Coverage ☐ Life

☐ Medical ☐ Dental

☐ Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_

Retirement Benef

Amount: \_\_\_\_\_

Is there a limit on the amount a board member/city council member can earn

☒ Check for Yes blank for No      Amount:      \$600.00

Are new board members provided with an orientation session with the General Manager/City Manager?

☒ Check for Yes blank for No      With Legal Council?      ☒ Check for Yes blank for No

### e. Meeting Information

Regular Scheduled meetings day:: 4th Monday of each month Time: 7:00 PM

Regular meeting location: Address: 1072 Tico Road

City: Ojai

ZipCode: 93023

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Agenda is posted on outside board at District Office; agendas are mailed to listing of individuals requesting them

Does your agency conduct regular reviews of the requirements of the

Brown Act ☒ Check for Yes blank for No FPPC ☒ Check for Yes blank for No

Public disclosure requirements ☐ Check for Yes blank for No

Date of Last review session: 9/1/2002

Has your agency been cited for a violation of the Brown Act and/or FPCC regulations in the previous two years?

☐ Check for Yes blank for No

Agency Name:

Ojai Valley Sanitary District

### 3. Employee Information (all agencies)

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees** 19

Executive and Management 1 Professional and Support 2

Operational: 12 Other (Specify): Administrative Number: 4

**b. Number of Employees in all aspects of Water Service**

Executive and Management      Professional and Support     

Operational      Other (Specify)                      Number:     

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management 1 Professional and Support 2

Operational 12 Other (Specify) Admin. Number: 4

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

---

How many Employees are represented:	Agency Total:	<u>0</u>
	Water Service:	<u>0</u>
	Wastewater Service	<u>0</u>

What are the dates and terms of the last bargaining agreements

---

**4. Financial Information (all agencies)**

**a. Service Cost Information:**

List current rates for all categories of services

\$28.90/monthly

---

Water Agencies – what are the rates in terms of acre-feet

---

Wastewater Agencies – what are the rates in terms of MGD \$0.43/mgd

Rate changes in last two years:

9% in FY 2003-2004

---

Specify rate changes anticipated in next two years:

increase by 8%(+/-)

---

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

None

---

**b. Budget Information for the Last Three Fiscal years:**

Are adopted budgets posted on the agency website? ☒ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 4,345,344 Expenses: 3,294,405

Capital Improvements: \_\_\_\_\_ Reserves: 900,000

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: 4,629,722 Expenses: 2,958,457

Capital Improvements: 2,034,653 Reserves: 650,000

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: 4,176,380 Expenses: 2,711,913

Capital Improvements: 120,000 Reserves: 925,695

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_



Agency Name: **Ojai Valley Sanitary District**

**c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.**

**FY 2000-2001:**

**Voter Approved**

**Sunset Date**

Property Taxes: 275,078 % 5.80% ☐ Check for Yes Blank for No \_\_\_\_\_  
Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Service Charges: 4,172,482 % 88.30% ☐ Check for Yes Blank for No \_\_\_\_\_  
Fees: 216,575 % 4.60% ☐ Check for Yes Blank for No \_\_\_\_\_  
Assessments: 59,750 % 1.30% ☐ Check for Yes Blank for No \_\_\_\_\_  
Stand-by Charges \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_ % \_\_\_\_\_

**FY 2001-2002:**

**Voter Approved**

**Sunset Date**

Property Taxes: 187,900 % 4.20% ☐ Check for Yes Blank for No \_\_\_\_\_  
Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Service Charges: 4,147,488 % 91.50% ☐ Check for Yes Blank for No \_\_\_\_\_  
Fees: 136,582 % 3.00% ☐ Check for Yes Blank for No \_\_\_\_\_  
Assessments: 60,175 % 1.30% ☐ Check for Yes Blank for No \_\_\_\_\_  
Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_ % \_\_\_\_\_

**FY 2002-2003:**

**Voter Approved**

**Sunset Date**

Property Taxes: 239,700 % 4.80% ☐ Check for Yes Blank for No \_\_\_\_\_  
Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Service Charges: 4,176,380 % 84.50% ☐ Check for Yes Blank for No \_\_\_\_\_  
Fees: 471,350 % 9.50% ☐ Check for Yes Blank for No \_\_\_\_\_  
Assessments: 56,806 % 1.20% ☐ Check for Yes Blank for No \_\_\_\_\_  
Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_ % \_\_\_\_\_

Are areas annexing to your agency accessed stand-by charges (click for yes): ☐

If so what is the amount of the stand-by charge

75% of the service charge

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☒

If yes what is the amount: varies by area (\$2.20 to \$3.98/mo.)

Agency Name Ojai Valley Sanitary District

**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue			
Operating Reserves			
Capital Reserve Fund			
Operating and Rate Stabilization Fund			
Restricted Debt Reserves			
Other Reserves			

**e. Audits**

Date of last independent audit: 6/30/2002

Who conducted last independent audit? Moss, Levy & Hartzheim

Was the audit qualified in any way? No

**f. Bonds:**

What is your agency's bond rating? AAA & Aaa

What was the source of the rating? Standard & Poor's and Moody's

Agency Name:

Ojai Valley Sanitary District

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)



b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)



c. Describe any litigations your agency has been involved in the previous two years.

---

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

none

Pending litigation:

none

Court judgement:

none

Legal issues:

none

Restricted assets:

none

Financial constraints:

none

Other:

none

Agency Name: Ojai Valley Sanitary District

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

collection & treatment of wastewater

---

Provide a brief narrative description of the service area for water service.

---

Provide a brief narrative description of the service area for wastewater service.

Northernly most end of the Ventura Avenue area continuing up into and encompassing the Ojai Valley, easternly boundary is the City of Ojai's easternly boundary

---

**b. Estimated January population in agency's boundaries:** \_\_\_\_\_

Size in acres: \_\_\_\_\_ 7,936

**c. Estimaed January 2003 population in sphere influence:** \_\_\_\_\_

Size in acres: \_\_\_\_\_

Agency Name Ojai Valley Sanitary District

**7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)**

a. Total number of customers    Retail \_\_\_\_\_ Wholesale: \_\_\_\_\_

**b. Total Number of water service connections in Agency Boundaries**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

Address	Parcel Number	Etc...
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

f. Does your agency have a master plan? (Check for Yes) ☐

Date of current master plan: \_\_\_\_\_

Date of previous master plan: \_\_\_\_\_

Agency Name

Ojai Valley Sanitary District

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required: \_\_\_\_\_

Are required permits current (check the box for yes) ☐

Does your agency have permit violations: \_\_\_\_\_

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: \_\_\_\_\_ Are copies posted on the web? (Check for Yes) ☐

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? \_\_\_\_\_ What is your agency's peak demand capacity? \_\_\_\_\_

In the event of a power outage what additional resources of power are available: \_\_\_\_\_

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed? \_\_\_\_\_

Agency Name:

Ojai Valley Sanitary District

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ 6,800 Commercial: \_\_\_\_\_ 600 Industrial: \_\_\_\_\_ 100

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ 100 Commercial: \_\_\_\_\_ 0 Industrial: \_\_\_\_\_ 0

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries  
unavailable

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ 10 Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries  
unavailable

Agency Name

Ojai Valley Sanitary District

**e. Wastewater Service Connections:**

Total number of wastewater service connections: 7500

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facilities 6363 North Ventura Avenue, Ventura

Miles of Lines 120 Type: Gravity Capacity (MGD) 3

Year built: 1/ 1/1963 Year capacity last expanded 1965

What permits are required for facilities: NPDES, VC-CUP, APCD, Composting

Are required permits current (check box for yes) ☒

Does your agency have permit violations? (check box for yes) ☒

Is your agency applying for new permits or permit amendments? (check box for yes) ☒

If yes, what permits? NPDES

Location of treatment facilities:

Miles of lines: Type: tertiary Capacity: 3

Year Built: Year capacity last expanded:

What permits are required for facilities:

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits?



Agency Name: Ojai Valley Sanitary District

## 8. Service Information

### f. List current share activity with other service providers and provide a brief description

☐ Joint Power Authorities (JPA's)

\_\_\_\_\_

☐ Memorandums of Understanding (MOUs)

\_\_\_\_\_

☐ Service Agreements:

\_\_\_\_\_

☐ Purchasing Agreements:

\_\_\_\_\_

☐ Equipment Sharing:

\_\_\_\_\_

☒ Insurance Pools:

California Sanitation Risk Management Authority (CSRMA)

\_\_\_\_\_

☐ Joint Funding:

\_\_\_\_\_

☐ Other:

\_\_\_\_\_

### g. Agency Function:

List Agency Functions that are Provided by:

Private Contractors: Construction activities: oversight; accounting functions

Other: occasionally; laboratory tests; mechanic work; source control

Annual savings produced by using contractors/other agencies \_\_\_\_\_

Other?

\_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

None

\_\_\_\_\_

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Ojai Water Conservation District

Mailing Address: P.O. Box 1779

City Ojai State CA Zip 93024-

Primary Office Address (if different): \_\_\_\_\_

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

b. Manager (Chief Staff Official):

Last Name: Conrow First Name: Jerry L.

Title President of Board

Mailing Address (if different than contact):

Address 23871 Madison St.

City: Torrance State: CA Zip 90505-

Telephone (310) 378-8318 Ext \_\_\_\_\_ Fax (310) 373-5310

E-mail: \_\_\_\_\_

c. Contact (if different than manager):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Ext.: \_\_\_\_\_ Fa \_\_\_\_\_

E-mail: \_\_\_\_\_

d. Legal Counsel: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address (if different than m \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Ext: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Agency Name:

Ojai Water Conservation District

**Goverance Information (all agencies)**

a. Agency Type (check all that apply)

☐ City Date of Incorporation: \_\_\_\_\_

☐ General Law ☐ Charter

☒ Independent Special District ☐ Dependent Special District

Enabling Legislation (citation for principal act)

Water Consvr. Act of 1927 State of Ca Sec 34-1 to 34-45

Date of Formation: 1/18/1949

b. Governing Body:

☐ City Council ☒ Board or Directors ☐ Other (specify) \_\_\_\_\_

Number of Members 7

How are members selected ☐ at large vote ☐ voting districts

☐ voting divisions ☐ appointment at large ☒ appointment by district

☐ other (specify) Appointment by County Bd. Of Supervisors

If elected, date of last election \_\_\_\_\_

How may members ran unopposed: \_\_\_\_\_

Terms of office ☒ 4 year ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: Jerry L. Conrow Title: President

☐ Elected or ☒ Appointed Expiration Date of Term 2/ 1/2007

Name: Jim Ruch Title: \_\_\_\_\_

☐ Elected or ☒ Appointed Expiration Date of Term: 2/ 1/2007

Name:: Dwayne Bower Title: \_\_\_\_\_

☐ Elected or ☒ Appointed Expiration Date of Term: 2/ 1/2007

Name: J.R. Burgess Title: \_\_\_\_\_

☐ Elected or ☒ Appointed Expiration Date of Term: 2/ 1/2007

Name:: Joseph Kielty Title: \_\_\_\_\_

☐ Elected or ☒ Appointed Expiration Date of Term: 2/ 1/2005

Name: Al West Title: \_\_\_\_\_

☐ Elected or ☒ Appointed Expiration Date of Term: 2/ 1/2005

Name: Lyle Carson Title: \_\_\_\_\_

☐ Elected or ☒ Appointed Expiration Date of Term: 2/ 1/2005

Agency Name: Ojai Water Conservation District

d. Compensation (of elected officials)

Basic Stipend: \_\_\_\_\_ ☐ per meeting or ☐ per month

District compensation: ☐ GovCompDC Mileage amount per mile: \_\_\_\_\_

☐ Meals \_\_\_\_\_ ☐ Monthly travel Amount: \_\_\_\_\_

☐ Other Spec \_\_\_\_\_

Insurance Coverage ☐ Life \_\_\_\_\_

☐ Medical \_\_\_\_\_ ☐ Dental \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_

Retirement Benef \_\_\_\_\_

Amount: \_\_\_\_\_

Is there a limit on the amount a board member/city council member can earn

☐ Check for Yes blank for No Amount: \_\_\_\_\_

Are new board members provided with an orientation session with the General Manager/City Manager?

☐ Check for Yes blank for No With Legal Council? ☐ Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day:: Quarterly Time: \_\_\_\_\_

Regular meeting location: Address: San Antonio School

City: Ojai

ZipCode: 93023

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Newspaper Ad

Does your agency conduct regular reviews of the requirements of the

Brown Act ☐ Check for Yes blank for No FPPC ☐ Check for Yes blank for No

Public disclosure requirements ☐ Check for Yes blank for No

Date of Last review session: \_\_\_\_\_

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No

Agency Name:

Ojai Water Conservation District

### 3. Employee Information (all agencies)

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees** \_\_\_\_\_ 1

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_ 1

Operational: \_\_\_\_\_ Other (Specify): \_\_\_\_\_ Number: \_\_\_\_\_

**b. Number of Employees in all aspects of Water Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

How many Employees are represented: \_\_\_\_\_ Agency Total: \_\_\_\_\_

Water Service: \_\_\_\_\_

Wastewater Service \_\_\_\_\_

What are the dates and terms of the last bargaining agreements

Agency Name Ojai Water Conservation District

**4. Financial Information (all agencies)**

**a. Service Cost Information:**

List current rates for all categories of services

Water Agencies – what are the rates in terms of acre-feet

Wastewater Agencies – what are the rates in terms of MGD

Rate changes in last two years:

Specify rate changes anticipated in next two years:

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

**b. Budget Information for the Last Three Fiscal years:**

Are adopted budgets posted on the agency website? ☐ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 4,302 Expenses: 3,091

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: 5,000 Expenses: 5,035

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: 5,000 Expenses: 5,035

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

Agency Name: **Ojai Water Conservation District**

**c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.**

FY 2000-2001:	Voter Approved	Sunset Date
Property Taxes: 3,911 %	<input type="checkbox"/> Check for Yes Blank for No	
Special Taxes: %	<input type="checkbox"/> Check for Yes Blank for No	
Service Charges: %	<input type="checkbox"/> Check for Yes Blank for No	
Fees: %	<input type="checkbox"/> Check for Yes Blank for No	
Assessments: %	<input type="checkbox"/> Check for Yes Blank for No	
Stand-by Charges %	<input type="checkbox"/> Check for Yes Blank for No	
Grants: %	<input type="checkbox"/> Check for Yes Blank for No	
Other (Specify): Interest Amount: 391 %		

FY 2001-2002:	Voter Approved	Sunset Date
Property Taxes: %	<input type="checkbox"/> Check for Yes Blank for No	
Special Taxes: %	<input type="checkbox"/> Check for Yes Blank for No	
Service Charges: %	<input type="checkbox"/> Check for Yes Blank for No	
Fees: %	<input type="checkbox"/> Check for Yes Blank for No	
Assessments: %	<input type="checkbox"/> Check for Yes Blank for No	
Stand-by Charges: %	<input type="checkbox"/> Check for Yes Blank for No	
Grants: %	<input type="checkbox"/> Check for Yes Blank for No	
Other (Specify): Amount: %		

FY 2002-2003:	Voter Approved	Sunset Date
Property Taxes: %	<input type="checkbox"/> Check for Yes Blank for No	
Special Taxes: %	<input type="checkbox"/> Check for Yes Blank for No	
Service Charges: %	<input type="checkbox"/> Check for Yes Blank for No	
Fees: %	<input type="checkbox"/> Check for Yes Blank for No	
Assessments: %	<input type="checkbox"/> Check for Yes Blank for No	
Stand-by Charges: %	<input type="checkbox"/> Check for Yes Blank for No	
Grants: %	<input type="checkbox"/> Check for Yes Blank for No	
Other (Specify): Amount: %		

Are areas annexing to your agency accessed stand-by charges (click for yes): ☐  
If so what is the amount of the stand-by charge

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☐  
If yes what is the amount:



Agency Name Ojai Water Conservation District

**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue			
Operating Reserves			
Capital Reserve Fund			
Operating and Rate Stabilization Fund			
Restricted Debt Reserves			
Other Reserves			

**e. Audits**

Date of last independent audit: 9/11/2002

Who conducted last independent audit? Nelson & Poindexter, CPA

Was the audit qualified in any way? No

**f. Bonds:**

What is your agency's bond rating? \_\_\_\_\_

What was the source of the rating? \_\_\_\_\_



Agency Name:

Ojai Water Conservation District

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

---

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

---

Pending litigation:

---

Court judgement:

---

Legal issues:

---

Restricted assets:

---

Financial constraints:

---

Other:

---

Agency Name: Ojai Water Conservation District

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

---

Provide a brief narrative description of the service area for water service.

Concerned with underground water basin recharge

---

Provide a brief narrative description of the service area for wastewater service.

---

**b. Estimated January population in agency's boundaries:** \_\_\_\_\_

Size in acres: \_\_\_\_\_

**c. Estimated January 2003 population in sphere influence:** \_\_\_\_\_

Size in acres: \_\_\_\_\_

Agency Name Ojai Water Conservation District

**7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)**

a. Total number of customers    Retail \_\_\_\_\_    Wholesale: \_\_\_\_\_

**b. Total Number of water service connections in Agency Boundaries**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

Address	Parcel Number	Etc...
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

f. Does your agency have a master plan? (Check for Yes) ☐

Date of current master plan: \_\_\_\_\_

Date of previous master plan: \_\_\_\_\_

Agency Name

Ojai Water Conservation District

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required: \_\_\_\_\_

Are required permits current (check the box for yes) ☐

Does your agency have permit violations: \_\_\_\_\_

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: \_\_\_\_\_ Are copies posted on the web? (Check for Yes) ☐

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source:)

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? \_\_\_\_\_ What is your agency's peak demand capacity? \_\_\_\_\_

In the event of a power outage what additional resources of power are available: \_\_\_\_\_

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed? \_\_\_\_\_

Agency Name:

Ojai Water Conservation District

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

---

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

---

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

Agency Name

Ojai Water Conservation District

**e. Wastewater Service Connections:**

Total number of wastewater service connections:

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facility \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_ Capacity (MGD) \_\_\_\_\_

Year built: \_\_\_\_\_ Year capacity last expanded \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

\_\_\_\_\_

Location of treatment facilities: \_\_\_\_\_

Miles of lines: \_\_\_\_\_ Type: \_\_\_\_\_ Capacity: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

**8. Service Information**

**f. List current share activity with other service providers and provide a brief description**

☐ Joint Power Authorities (JPA's)

\_\_\_\_\_

☐ Memorandums of Understanding (MOUs)

\_\_\_\_\_

☐ Service Agreements:

\_\_\_\_\_

☐ Purchasing Agreements:

\_\_\_\_\_

☐ Equipment Sharing:

\_\_\_\_\_

☐ Insurance Pools:

\_\_\_\_\_

☐ Joint Funding:

\_\_\_\_\_

☐ Other:

\_\_\_\_\_

**g. Agency Function:**

List Agency Functions that are Provided by:

Private Contractors: \_\_\_\_\_

Other: \_\_\_\_\_

Annual savings produced by using contractors/other agencies \_\_\_\_\_

Other?

\_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

\_\_\_\_\_

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Saticoy Sanitary District

Mailing Address: 1001 Partridge Drive, Suite 150

City Ventura State CA Zip 93003-

Primary Office Address (if different): Same

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Telephone: (805) 658-4605 Fax: (805) 658-4615

E-Mail: debideweess@vrsd.com

b. Manager (Chief Staff Official):

Last Name: Polk First Name: Kelly M.

Title District Manager

Mailing Address (if different than contact):

Address Same

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephone (805) 658-4605 Ext \_\_\_\_\_ Fax (805) 658-4615

E-mail: debideweess@vrsd.com

c. Contact (if different than manager):

Last Name: DeWees First Name: Debi

Title Clerk of the Board

Address: Same

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephon (805) 658-4605 Ext.: \_\_\_\_\_ Fa (805) 658-4615

E-mail: debideweess@vrsd.com

d. Legal Counsel: Tony Trembley, Nordman, Cormany, Hair & Compton

Title: District Legal Counsel

Mailing Address (if diferent than m 100 Town Center Dr.; P.O. Box 91

City: Oxnard State: CA Zip 93031-9100

Telephone (805) 988-8306 Ext: \_\_\_\_\_ Fax (805) 988-8387

E-mail \_\_\_\_\_



Agency Name: Saticoy Sanitary District

**Governance Information (all agencies)**

a. Agency Type (check all that apply)

☐ City Date of Incorporation: \_\_\_\_\_

☐ General Law ☐ Charter

☒ Independent Special District ☐ Dependent Special District

Enabling Legislation (citation for principal act)

Sanitary District Act of 1923, Health & Safety Code Section 6400  
et seq.

Date of Formation: 1/1/1947

b. Governing Body:

☐ City Council ☒ Board or Directors ☐ Other (specify) \_\_\_\_\_

Number of Members 5

How are members selected ☒ at large vote ☐ voting districts

☐ voting divisions ☐ appointment at large ☐ appointment by district

☐ other (specify) \_\_\_\_\_

If elected, date of last election 11/01/2001

How may members ran unopposed: 2

Terms of office ☒ 4 year ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: Jose Flores Title: President

☒ Elected or ☐ Appointed Expiration Date of Term 12/ 5/2003

Name: Raul Morales Title: Vice-President

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 5/2003

Name: James Acosta Title: Director

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 2/2005

Name: Jess Arroyo Title: Director

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 2/2005

Name: Gerardo Claudio Title: Director

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 2/2005

Name: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Elected or ☐ Appointed Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Elected or ☐ Appointed Expiration Date of Term: \_\_\_\_\_

Agency Name:

Saticoy Sanitary District

d. Compensation (of elected officials)

Basic Stipend: \$80.00 ☒ per meeting or ☐ per month

District compensation: ☐ GovCompDC Mileage amount per mile: \_\_\_\_\_

☐ Meals \_\_\_\_\_ ☐ Monthly travel Amount: \_\_\_\_\_

☐ Other Spec \_\_\_\_\_

Insurance Coverage ☐ Life \_\_\_\_\_

☐ Medical \_\_\_\_\_ ☐ Dental \_\_\_\_\_

☒ Other (Specify): State Compensation Insurance Amount: \_\_\_\_\_

Retirement Benef Federal Social Security \_\_\_\_\_

Amount: \$10.58 per director per month \_\_\_\_\_

Is there a limit on the amount a board member/city council member can earn

☐ Check for Yes blank for No Amount: \_\_\_\_\_

Are new board members provided with an orientation session with the General Manager/City Manager?

☒ Check for Yes blank for No With Legal Council? ☒ Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day:: 3rd Tuesday of month Time: 5:30 PM

Regular meeting location: Address: 11168 Violeta Street

City: Saticoy

ZipCode: 93004

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Posted at 2 locations within the community of Saticoy

Does your agency conduct regular reviews of the requirements of the

Brown Act ☒ Check for Yes blank for No FPPC ☒ Check for Yes blank for No

Public disclosure requirements ☐ Check for Yes blank for No

Date of Last review session: 1/1/2003

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No

Agency Name:

Saticoy Sanitary District

### 3. Employee Information (all agencies)

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees** \_\_\_\_\_

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational: \_\_\_\_\_ Other (Specify): \_\_\_\_\_ Number: \_\_\_\_\_

**b. Number of Employees in all aspects of Water Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management \_\_\_\_\_ Professional and Support \_\_\_\_\_

Operational \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

\_\_\_\_\_

How many Employees are represented: Agency Total: \_\_\_\_\_

Water Service: \_\_\_\_\_

Wastewater Service \_\_\_\_\_

What are the dates and terms of the last bargaining agreements

\_\_\_\_\_

Agency Name Saticoy Sanitary District

**4. Financial Information (all agencies)**

**a. Service Cost Information:**

List current rates for all categories of services

sewer service fee

Water Agencies – what are the rates in terms of acre-feet

Wastewater Agencies – what are the rates in terms of MGD \$25.00/month/ERU

Rate changes in last two years:

FY 2003-04 rate increase effective November 2002

Specify rate changes anticipated in next two years:

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

no service outside District boundaries

**b. Budget Information for the Last Three Fiscal years:**

Are adopted budgets posted on the agency website? ☐ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 595,921 Expenses: 89,374

Capital Improvements: 239,326 Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: 681,264 Expenses: 102,425

Capital Improvements: 508,833 Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: 4,800,000 Expenses: 4,878,000

Capital Improvements: 4,660,000 Reserves: 90,000

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

Agency Name:

Saticoy Sanitary District

c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.

FY 2000-2001:

Voter Approved

Sunset Date

Property Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Fees: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_ % \_\_\_\_\_

FY 2001-2002:

Voter Approved

Sunset Date

Property Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Fees: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_ % \_\_\_\_\_

FY 2002-2003:

Voter Approved

Sunset Date

Property Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Fees: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_  
Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_ % \_\_\_\_\_

Are areas annexing to your agency accessed stand-by charges (click for yes): ☐

If so what is the amount of the stand-by charge

\_\_\_\_\_

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☐

If yes what is the amount:

\_\_\_\_\_

Agency Name	Saticoy Sanitary District
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**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue			
Operating Reserves			
Capital Reserve Fund			
Operating and Rate Stabilization Fund			
Restricted Debt Reserves			
Other Reserves			

**e. Audits**

Date of last independent audit: 11/11/2002

Who conducted last independent audit? Teaman, Ramirez and Smith, Inc

Was the audit qualified in any way? no

**f. Bonds:**

What is your agency's bond rating? \_\_\_\_\_

What was the source of the rating? \_\_\_\_\_

Agency Name:

Saticoy Sanitary District

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

---

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

---

Pending litigation:

---

Court judgement:

---

Legal issues:

---

Restricted assets:

---

Financial constraints:

---

Other:

---

Agency Name:

Saticoy Sanitary District

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

wastewater collections & treatment

---

Provide a brief narrative description of the service area for water service.

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Provide a brief narrative description of the service area for wastewater service.

inincorporated Saticoy

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**b. Estimated January population in agency's boundaries:** 1,000

Size in acres: 260

**c. Estimaed January 2003 population in sphere influence:**                     

Size in acres:



Agency Name Saticoy Sanitary District

**7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)**

a. Total number of customers    Retail \_\_\_\_\_    Wholesale: \_\_\_\_\_

**b. Total Number of water service connections in Agency Boundaries**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

Address	Parcel Number	Etc...
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**f. Does your agency have a master plan? (Check for Yes)**    ☐

Date of current master plan: \_\_\_\_\_

Date of previous master plan: \_\_\_\_\_

Agency Name

Saticoy Sanitary District

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required: \_\_\_\_\_

Are required permits current (check the box for yes) ☐

Does your agency have permit violations: \_\_\_\_\_

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: \_\_\_\_\_ Are copies posted on the web? (Check for Yes) ☐

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source:)

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? \_\_\_\_\_ What is your agency's peak demand capacity? \_\_\_\_\_

In the event of a power outage what additional resources of power are available: \_\_\_\_\_

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed? \_\_\_\_\_

Agency Name:

Saticoy Sanitary District

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

---

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ 400 \_\_\_\_\_ Commercial: \_\_\_\_\_ 86 \_\_\_\_\_ Industrial: \_\_\_\_\_ 2 \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

---

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

Agency Name

Saticoy Sanitary District

**e. Wastewater Service Connections:**

Total number of wastewater service connections: 817

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facility 1419.5 Lirio Avenue

Miles of Lines 3 Type: sewer collection Capacity (MGD) 0.25

Year built: 1/ 1/1942 Year capacity last expanded 2003

What permits are required for facilities: RWQCB Discharge Permit, County of Ventura CUP

Are required permits current (check box for yes) ☒

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

Location of treatment facilities: \_\_\_\_\_

Miles of lines: 3 Type: Advanced Secondary Capacity: 0.25

Year Built: 1/ 1/2002 Year capacity last expanded: 2002

What permits are required for facilities:

RWQCB Discharge Permit, County of Ventura CUP

Are required permits current (check box for yes) ☒

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

**Agency Name:**

**Saticoy Sanitary District**

## 8. Service Information

### f. List current share activity with other service providers and provide a brief description

☐ Joint Power Authorities (JPA's)

☐ Memorandums of Understanding (MOUs)

☐ Service Agreements:

☐ Purchasing Agreements:

☐ Equipment Sharing:

☐ Insurance Pools:

☐ Joint Funding:

☐ Other:

### g. Agency Function:

List Agency Functions that are Provided by:

Private Contractors:

Other: Administration, Engineer, Operation provided by Ventura Regional Sanitation District

Annual savings produced by using contractors/other agencies

Other?

List any excess capacity, facilities or staff which can be made available by your agency

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Ventura County Service Area No. 29

Mailing Address: 7150 Walnut Canyon Road

City Moorpark State Ca Zip 93021-

Primary Office Address (if different): \_\_\_\_\_

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Telephone: (805) 584-4829 Fax: (805) 529-7542

E-Mail: \_\_\_\_\_

b. Manager (Chief Staff Official):

Last Name: Pakala First Name: R. Reddy

Title Manager

Mailing Address (if different than contact): \_\_\_\_\_

Address Same

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephone (805) 584-4830 Ext \_\_\_\_\_ Fax (805) 529-7542

E-mail: Reddy.Pakala@mail.co.ventura.ca.us

c. Contact (if different than manager):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephon \_\_\_\_\_ Ext.: \_\_\_\_\_ Fa \_\_\_\_\_

E-mail: \_\_\_\_\_

d. Legal Counsel: Tony Waters

Title: Assistant County Counsel

Mailing Address (if diferent than m 800 S. Victoria Ave.

City: Ventura State: CA Zip 93009-1830

Telephone (805) 654-2583 Ext: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Agency Name: Ventura County Service Area No. 29

**Governance Information (all agencies)**

a. Agency Type (check all that apply)

- ☐ City      Date of Incorporation: \_\_\_\_\_  
☐ General Law    ☐ Charter  
☒ Independent Special District    ☐ Dependent Special District  
Enabling Legislation (citation for principal act)

\_\_\_\_\_  
Date of Formation: 12/15/1978

b. Governing Body:

- ☐ City Council    ☐ Board or Directors    ☒ Other (specify) \_\_\_\_\_

Number of Members 5

How are members selected    ☐ at large vote    ☒ voting districts

☐ voting divisions    ☐ appointment at large    ☐ appointment by district

☐ other (specify) \_\_\_\_\_

\_\_\_\_\_  
If elected, date of last election 11/01/2002

How may members ran unopposed: \_\_\_\_\_

Terms of office    ☒ 4 year    ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: Steve Bennett      Title: County Supervisor Dist. 1

☒ Elected or ☐ Appointed      Expiration Date of Term 1/ 3/2005

Name: Linda Parks      Title: County Supervisor Dist. 2

☒ Elected or ☐ Appointed      Expiration Date of Term: 1/ 6/2007

Name: Kathy I. Long      Title: County Supervisor Dist. 3

☒ Elected or ☐ Appointed      Expiration Date of Term: 1/ 3/2005

Name: Judy Mikels      Title: County Supervisor Dist. 4

☒ Elected or ☐ Appointed      Expiration Date of Term: 1/ 3/2007

Name: John K. Flynn      Title: County Supervisor Dist. 5

☒ Elected or ☐ Appointed      Expiration Date of Term: 1/ 3/2005

Name: \_\_\_\_\_      Title: \_\_\_\_\_

☐ Elected or ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_      Title: \_\_\_\_\_

☐ Elected or ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Agency Name:

Ventura County Service Area No. 29

d. Compensation (of elected officials)

Basic Stipend: \$7,083.33 ☐ per meeting or ☒ per month

District compensation: ☐ GovCompDC Mileage amount per mile: \_\_\_\_\_

☐ Meals \_\_\_\_\_ ☐ Monthly travel Amount: \_\_\_\_\_

☐ Other Spec \_\_\_\_\_

Insurance Coverage ☐ Life \_\_\_\_\_

☐ Medical \_\_\_\_\_ ☐ Dental \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_

Retirement Benef \_\_\_\_\_

Amount: \_\_\_\_\_

Is there a limit on the amount a board member/city council member can earn

☐ Check for Yes blank for No Amount: \_\_\_\_\_

Are new board members provided with an orientation session with the General Manager/City Manager?

☐ Check for Yes blank for No With Legal Council? ☐ Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day:: Tuesday Time: 8:30 AM

Regular meeting location: Address: 800 S. Victoria Ave

City: Ventura

ZipCode: 93009

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Posted on the bulletin board at County Government Center and on County Web

Does your agency conduct regular reviews of the requirements of the

Brown Act ☒ Check for Yes blank for No FPPC ☒ Check for Yes blank for No

Public disclosure requirements ☒ Check for Yes blank for No

Date of Last review session: \_\_\_\_\_

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No



Agency Name:

Ventura County Service Area No. 29

### 3. Employee Information (all agencies)

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees** 52

Executive and Management 7 Professional and Support 18

Operational: 27 Other (Specify): \_\_\_\_\_ Number: \_\_\_\_\_

**b. Number of Employees in all aspects of Water Service**

Executive and Management 6 Professional and Support 18

Operational 20 Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management 6 Professional and Support 18

Operational 7 Other (Specify) \_\_\_\_\_ Number: \_\_\_\_\_

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

1-SEIU Local 998

---

How many Employees are represented:	Agency Total:	<u>45</u>
	Water Service:	<u>38</u>
	Wastewater Service	<u>25</u>

What are the dates and terms of the last bargaining agreements

Jul. 2001, 4 year term

---

**4. Financial Information (all agencies)**

**a. Service Cost Information:**

List current rates for all categories of services

Water Agencies – what are the rates in terms of acre-feet

Wastewater Agencies – what are the rates in terms of MGD

Rate changes in last two years:

Sewer: 5% (7/01)

Specify rate changes anticipated in next two years:

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

**b. Budget Information for the Last Three Fiscal years:**

Are adopted budgets posted on the agency website? ☒ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 358,068 Expenses: 275,082

Capital Improvements:                      Reserves: 182,639

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund:                     

**FY 2001-2002:** Revenues: 359,346 Expenses: 329,243

Capital Improvements: 27,772 Reserves: 222,512

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the                     

**FY 2002-2003:** Revenues: 355,300 Expenses: 445,740

Capital Improvements: 40,000 Reserves: 250,416

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund:

Agency Name: **Ventura County Service Area No. 29**

**c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.**

<b>FY 2000-2001:</b>	<b>Voter Approved</b>	<b>Sunset Date</b>
Property Taxes: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Special Taxes: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Service Charges: <u>334,871</u> % <u>93.52%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Fees: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Assessments: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Stand-by Charges <u>450</u> % <u>0.13%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Grants: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Other (Specify): <u>Penalty/Interest</u> Amount: <u>22,747</u> % <u>6.35%</u>		

<b>FY 2001-2002:</b>	<b>Voter Approved</b>	<b>Sunset Date</b>
Property Taxes: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Special Taxes: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Service Charges: <u>343,128</u> % <u>95.48%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Fees: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Assessments: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Stand-by Charges: <u>450</u> % <u>0.13%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Grants: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Other (Specify): <u>Penalty/Interest</u> Amount: <u>15,768</u> % <u>4.39%</u>		

<b>FY 2002-2003:</b>	<b>Voter Approved</b>	<b>Sunset Date</b>
Property Taxes: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Special Taxes: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Service Charges: <u>345,200</u> % <u>97.16%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Fees: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Assessments: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Stand-by Charges: <u>500</u> % <u>0.14%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Grants: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Other (Specify): <u>Penalty/Interest</u> Amount: <u>9,600</u> % <u>2.70%</u>		

Are areas annexing to your agency accessed stand-by charges (click for yes): ☒

If so what is the amount of the stand-by charge

\$30.00/parcel/year

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☐

If yes what is the amount:

Agency Name Ventura County Service Area No. 29

**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue	87.00%	62.00%	51.00%
Operating Reserves	20,000	20,000	20,000
Capital Reserve Fund	170,416	152,512	132,639
Operating and Rate Stabilization Fund	60,000	50,000	30,000
Restricted Debt Reserves			
Other Reserves	58,140		

**e. Audits**

Date of last independent audit: 2/1/2003

Who conducted last independent audit? KPMG LLP

Was the audit qualified in any way? None anticipated

**f. Bonds:**

What is your agency's bond rating? District; n/a: County; A & A2

What was the source of the rating? District; n/a: County; Moody's; Standard & Poors

Agency Name:

Ventura County Service Area No. 29

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

---

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

---

Pending litigation:

---

Court judgement:

---

Legal issues:

---

Restricted assets:

---

Financial constraints:

---

Other:

---

Agency Name: Ventura County Service Area No. 29

## 6. Service Information (all agencies)

### a. Provide a list of services provided by your agency:

Sanitation services, including administration, billing, customer service, maintenance, design, construction and inspection of the sewer facilities, laboratory services and regulatory compliance

---

Provide a brief narrative description of the service area for water service.

---

Provide a brief narrative description of the service area for wastewater service.

County Service Area No. 29 operates and maintains sewer sysytem in the community of North Coast to serve Solimar Beach, Mussel Shoals and Seacliff. The North Coast sewer system is a Septic Tank Effluent Pump (STEP) system. The sewage is discharged to the City of Ventura sewer system for treatment and disposal. The system is managed by the County of Ventura. Ventura Regional Sanitation District operates and maintains the system under a contract. The Ventura County Board of Supervisors is the governing body

---

b. Estimated January population in agency's boundaries: 1,053

Size in acres: 1,000

c. Estimaed January 2003 population in sphere influence: 1,053

Size in acres: 1,000

Agency Name	Ventura County Service Area No. 29
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## 7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)

a. Total number of customers      Retail      Wholesale:

**b. Total Number of water service connections in Agency Boundaries**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic                      Agricultural:                      M+I

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic Agricultural: M+I

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

[illegible]

**f. Does your agency have a master plan? (Check for Yes)** ☐

Date of current master plan: \_\_\_\_\_

Date of previous master plan:

Agency Name

Ventura County Service Area No. 29

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required: \_\_\_\_\_

Are required permits current (check the box for yes) ☐

Does your agency have permit violations: \_\_\_\_\_

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: \_\_\_\_\_ Are copies posted on the web? (Check for Yes) ☐

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source:)

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? \_\_\_\_\_ What is your agency's peak demand capacity? \_\_\_\_\_

In the event of a power outage what additional resources of power are available: \_\_\_\_\_

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed? \_\_\_\_\_



Agency Name:

Ventura County Service Area No. 29

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ 336 Commercial: \_\_\_\_\_ 6 Industrial: \_\_\_\_\_

Other (specify) Govt. \_\_\_\_\_ Amount of Other: \_\_\_\_\_ 29

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

Agency Name

Ventura County Service Area No. 29

**e. Wastewater Service Connections:**

Total number of wastewater service connections: 371

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facilities \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_ Capacity (MGD) \_\_\_\_\_

Year built: \_\_\_\_\_ Year capacity last expanded \_\_\_\_\_

What permits are required for facilities: Non-domestic wastewater discharge permit

Are required permits current (check box for yes) ☒

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

\_\_\_\_\_

Location of treatment facilities: \_\_\_\_\_

Miles of lines: \_\_\_\_\_ Type: \_\_\_\_\_ Capacity: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

8. Service Information

**f. List current share activity with other service providers and provide a brief description**

- ☐ Joint Power Authorities (JPA's)  
\_\_\_\_\_
- ☐ Memorandums of Understanding (MOUs)  
\_\_\_\_\_
- ☐ Service Agreements:  
\_\_\_\_\_
- ☐ Purchasing Agreements:  
\_\_\_\_\_
- ☐ Equipment Sharing:  
\_\_\_\_\_
- ☒ Insurance Pools:  
County self-insured  
\_\_\_\_\_
- ☐ Joint Funding:  
\_\_\_\_\_
- ☒ Other:  
sharing of County Counsel, Real Estate Services, Accounting and Auditing  
\_\_\_\_\_

**g. Agency Function:**

List Agency Functions that are Provided by:

Private Contractors:      Public Works projects through public bidding process  
Other: \_\_\_\_\_  
Annual savings produced by using contractors/other agencies \_\_\_\_\_  
Other? \_\_\_\_\_

\_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

\_\_\_\_\_

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Ventura County Service Area No. 32

Mailing Address: 800 S. Victoria Ave.

City Ventura State CA Zip 93009-1730

Primary Office Address (if different): \_\_\_\_\_

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Telephone: (805) 654-2813 Fax: (805) 654-2480

E-Mail: \_\_\_\_\_

b. Manager (Chief Staff Official):

Last Name: Stratton First Name: William

Title Manager, Technical Servi

Mailing Address (if different than contact):

Address 800 S. Victoria Avenue, #1730

City: Ventura State: CA Zip 93009-1730

Telephone (805) 654-2821 Ext \_\_\_\_\_ Fax (805) 654-2480

E-mail: bill.stratton@mail.co.ventura.ca.us

c. Contact (if different than manager):

Last Name: Talent First Name: Melinda

Title EHS IV

Address: Same

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephon (805) 654-2811 Ext.: \_\_\_\_\_ Fa (805) 654-2480

E-mail: melinda.talent@mail.co.ventura.ca.us

d. Legal Counsel: Ventura County Counsel

Title: \_\_\_\_\_

Mailing Address (if diferent than m 800 S. Victoria Ave.

City: Ventura State: CA Zip 93009-1830

Telephone (805) 654-2580 Ext: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Agency Name: Ventura County Service Area No. 32

**Goverance Information (all agencies)**

a. Agency Type (check all that apply)

- ☐ City      Date of Incorporation: \_\_\_\_\_  
☐ General Law    ☐ Charter  
☐ Independent Special District    ☒ Dependent Special District

Enabling Legislation (citation for principal act)

Ventura County Ordinance No. 3406

Date of Formation: 1/1/1984

b. Governing Body:

- ☐ City Council    ☐ Board or Directors    ☒ Other (specify) \_\_\_\_\_

Number of Members 5

How are members selected    ☒ at large vote    ☐ voting districts

☐ voting divisions    ☐ appointment at large    ☐ appointment by district

☐ other (specify) \_\_\_\_\_

If elected, date of last election 11/01/2002

How may members ran unopposed: \_\_\_\_\_

Terms of office    ☒ 4 year    ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: John Flynn      Title: Board Member

☒ Elected or    ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Name: Kathy Long      Title: Board Member

☒ Elected or    ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Name: Judy Mikels      Title: Board Member

☒ Elected or    ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Name: Steve Bennett      Title: Board Member

☒ Elected or    ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Name: Linda Parks      Title: Board Member

☒ Elected or    ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_      Title: \_\_\_\_\_

☐ Elected or    ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_      Title: \_\_\_\_\_

☐ Elected or    ☐ Appointed      Expiration Date of Term: \_\_\_\_\_

Agency Name: Ventura County Service Area No. 32

d. Compensation (of elected officials)

Basic Stipend: \_\_\_\_\_ ☐ per meeting or ☐ per month

District compensation: ☐ GovCompDC Mileage amount per mile: \_\_\_\_\_

☐ Meals \_\_\_\_\_ ☐ Monthly travel Amount: \_\_\_\_\_

☐ Other Spec \_\_\_\_\_

Insurance Coverage ☐ Life \_\_\_\_\_

☐ Medical \_\_\_\_\_ ☐ Dental \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_

Retirement Benef \_\_\_\_\_

Amount: \_\_\_\_\_

Is there a limit on the amount a board member/city council member can earn

☐ Check for Yes blank for No Amount: \_\_\_\_\_

Are new board members provided with an orientation session with the General Manager/City Manager?

☐ Check for Yes blank for No With Legal Council? ☐ Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day:: no regularly scheduled meeting Time: \_\_\_\_\_

Regular meeting location: Address: \_\_\_\_\_

City: \_\_\_\_\_

ZipCode: \_\_\_\_\_

Is location easily accessible to the public ☐ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☐ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Does your agency conduct regular reviews of the requirements of the

Brown Act ☐ Check for Yes blank for No FPPC ☐ Check for Yes blank for No

Public disclosure requirements ☐ Check for Yes blank for No

Date of Last review session: \_\_\_\_\_

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No

Agency Name:

Ventura County Service Area No. 32

### 3. Employee Information (all agencies)

*Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.*

**a. Total No. of Employees** 5

Executive and Management 1 Professional and Support 4

Operational:        Other (Specify):                                      Number:       

**b. Number of Employees in all aspects of Water Service**

Executive and Management        Professional and Support       

Operational        Other (Specify)                                      Number:       

**c. Number of Employees in all aspects of Wastewater Service**

Executive and Management 1 Professional and Support 4

Operational        Other (Specify)                                      Number:       

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

SEIU 998

---

How many Employees are represented: Agency Total:                     

Water Service:                     

Wastewater Service                     3

What are the dates and terms of the last bargaining agreements

2001, 4 year contract

---

#### 4. Financial Information (all agencies)

##### a. Service Cost Information:

List current rates for all categories of services

One time offer to grant easment fee of \$316.00

---

Water Agencies – what are the rates in terms of acre-feet

0

---

Wastewater Agencies – what are the rates in terms of MGD

Rate changes in last two years:

Sept. 2002 increase of \$84.00 and July 2003 of \$31.00

---

Specify rate changes anticipated in next two years:

---

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

---

##### b. Budget Information for the Last Three Fiscal years:

Are adopted budgets posted on the agency website? ☐ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 20,017 Expenses: 11,507

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: 15,093 Expenses: 31,520

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: 4,967 Expenses: 1,634

Capital Improvements: \_\_\_\_\_ Reserves: \_\_\_\_\_

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_



Agency Name:

Ventura County Service Area No. 32

**c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.**

**FY 2000-2001:****Voter Approved****Sunset Date**

Property Taxes: 1,968 % 10.00% ☐ Check for Yes Blank for No \_\_\_\_\_

Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Fees: 4,221 % 21.00% ☐ Check for Yes Blank for No \_\_\_\_\_

Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Other (Specify): Various Amount: 13,828 % 69.00%

**FY 2001-2002:****Voter Approved****Sunset Date**

Property Taxes: 1,920 % 13.00% ☐ Check for Yes Blank for No \_\_\_\_\_

Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Fees: 3,765 % 25.00% ☐ Check for Yes Blank for No \_\_\_\_\_

Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Other (Specify): Various Amount: 9,408 % 62.00%

**FY 2002-2003:****Voter Approved****Sunset Date**

Property Taxes: 1,247 % 25.00% ☐ Check for Yes Blank for No \_\_\_\_\_

Special Taxes: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Service Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Fees: 1,995 % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Assessments: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Stand-by Charges: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Grants: \_\_\_\_\_ % \_\_\_\_\_ ☐ Check for Yes Blank for No \_\_\_\_\_

Other (Specify): Various Amount: 1,725 % 34.00%

Are areas annexing to your agency accessed stand-by charges (click for yes): ☐

If so what is the amount of the stand-by charge

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☐

If yes what is the amount:

Agency Name Ventura County Service Area No. 32

**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue			
Operating Reserves	32,174	8,944	38,522
Capital Reserve Fund	26,100	26,100	26,100
Operating and Rate Stabilization Fund			
Restricted Debt Reserves			
Other Reserves	141,201	162,482	150,972

**e. Audits**

Date of last independent audit: 1/1/2003

Who conducted last independent audit? KPMG

Was the audit qualified in any way? No

**f. Bonds:**

What is your agency's bond rating? AAAF

What was the source of the rating? Standard & Poors

Agency Name:

Ventura County Service Area No. 32

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

---

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

---

Pending litigation:

---

Court judgement:

---

Legal issues:

---

Restricted assets:

---

Financial constraints:

---

Other:

---

Agency Name:

Ventura County Service Area No. 32

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

Permitting and inspection of septic systems

---

Provide a brief narrative description of the service area for water service.

---

Provide a brief narrative description of the service area for wastewater service.

Easement to properties for access to selected septic systems

---

**b. Estimated January population in agency's boundaries:** 93,127

Size in acres: 522,240

**c. Estimated January 2003 population in sphere influence:** \_\_\_\_\_

Size in acres: \_\_\_\_\_

Agency Name	Ventura County Service Area No. 32
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## 7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)

**a. Total number of customers**      Retail      Wholesale:

**b. Total Number of water service connections in Agency Boundaries**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic \_\_\_\_\_ Agricultural: \_\_\_\_\_ M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic Agricultural: M+I

Reclaimed: \_\_\_\_\_ Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

[illegible]

**f. Does your agency have a master plan? (Check for Yes)** ☐

Date of current master plan: \_\_\_\_\_

Date of previous master plan:

Agency Name

Ventura County Service Area No. 32

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits (local, state, federal) are required: \_\_\_\_\_

Are required permits current (check the box for yes) ☐

Does your agency have permit violations: \_\_\_\_\_

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: \_\_\_\_\_ Are copies posted on the web? (Check for Yes) ☐

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source):

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? \_\_\_\_\_ What is your agency's peak demand capacity? \_\_\_\_\_

In the event of a power outage what additional resources of power are available: \_\_\_\_\_

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed? \_\_\_\_\_

Agency Name:

Ventura County Service Area No. 32

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

---

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

---

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

Agency Name

Ventura County Service Area No. 32

**e. Wastewater Service Connections:**

Total number of wastewater service connections:

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facility \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_ Capacity (MGD) \_\_\_\_\_

Year built: \_\_\_\_\_ Year capacity last expanded \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

\_\_\_\_\_

Location of treatment facilities: \_\_\_\_\_

Miles of lines: \_\_\_\_\_ Type: \_\_\_\_\_ Capacity: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_



8. Service Information

f. List current share activity with other service providers and provide a brief description

- ☐ Joint Power Authorities (JPA's)  
\_\_\_\_\_
- ☐ Memorandums of Understanding (MOUs)  
\_\_\_\_\_
- ☐ Service Agreements:  
\_\_\_\_\_
- ☐ Purchasing Agreements:  
\_\_\_\_\_
- ☐ Equipment Sharing:  
\_\_\_\_\_
- ☐ Insurance Pools:  
\_\_\_\_\_
- ☐ Joint Funding:  
\_\_\_\_\_
- ☒ Other:  
Public works agency, real estate services division prepares the documents for the offer to grant easement to CSA 32  
\_\_\_\_\_

g. Agency Function:

List Agency Functions that are Provided by:

Private Contractors: \_\_\_\_\_

Other: Public works agency, real estate services division prepares documents

Annual savings produced by using contractors/other agencies \_\_\_\_\_

Other? \_\_\_\_\_

\_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

\_\_\_\_\_

# VENTURA LAFCO

## WATER & WASTEWATER SERVICE REVIEW

### PART I

#### 1. Contact Information (all agencies)

a. Name of City/District: Ventura River County Water District

Mailing Address: 409 Old Baldwin Rd.

City Ojai State CA Zip 93023-

Primary Office Address (if different): Same

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Telephone: (805) 646-3403 Fax: (805) 646-3860

E-Mail: vrcwdianet@ojai.net

b. Manager (Chief Staff Official):

Last Name: Bryant First Name: Matthew L.

Title General Manager

Mailing Address (if different than contact):

Address same

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephone (805) 646-3403 Ext \_\_\_\_\_ Fax (805) 646-3860

E-mail: vrcwd@ojai.net

c. Contact (if different than manager):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip \_\_\_\_\_

Telephon \_\_\_\_\_ Ext.: \_\_\_\_\_ Fa \_\_\_\_\_

E-mail: \_\_\_\_\_

d. Legal Counsel: Lindsay F. Nielson

Title: District Counsel

Mailing Address (if diferent than m 770 County Square Drive, Suite 10

City: Ventura State: CA Zip 93003-

Telephone (805) 658-0977 Ext: \_\_\_\_\_ Fax (805) 658-2801

E-mail NielsonLaw@aol.com

Agency Name: Ventura River County Water District

**Goverance Information (all agencies)**

a. Agency Type (check all that apply)

☐ City Date of Incorporation: \_\_\_\_\_

☐ General Law ☐ Charter

☒ Independent Special District ☐ Dependent Special District

Enabling Legislation (citation for principal act)

Date of Formation: 6/1/1956

b. Governing Body:

☐ City Council ☒ Board or Directors ☐ Other (specify) \_\_\_\_\_

Number of Members 5

How are members selected ☒ at large vote ☐ voting districts

☐ voting divisions ☐ appointment at large ☐ appointment by district

☒ other (specify) Directors have never had a formal election. All members have ran un-opposed.

If elected, date of last election 11/01/2001

How may members ran unopposed: 2

Terms of office ☒ 4 year ☐ 2 year

☐ Other (specify) \_\_\_\_\_

c. Current Member Data (attach extra sheets if needed)

Name: Ed Lee Title: President

☒ Elected or ☐ Appointed Expiration Date of Term 11/ 1/2005

Name: Marvin Hanson Title: Vice-President

☒ Elected or ☐ Appointed Expiration Date of Term: 11/ 1/2003

Name: Eddie Ramseyer Title: Treasurer

☒ Elected or ☐ Appointed Expiration Date of Term: 11/ 1/2003

Name: John R. Curtis Title: Director

☒ Elected or ☐ Appointed Expiration Date of Term: 11/ 1/2005

Name: Thomas Jamison Title: Director

☐ Elected or ☒ Appointed Expiration Date of Term: 11/ 1/2003

Name: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Elected or ☐ Appointed Expiration Date of Term: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Elected or ☐ Appointed Expiration Date of Term: \_\_\_\_\_

Agency Name: Ventura River County Water District

d. Compensation (of elected officials)

Basic Stipend: \$100.00 ☐ per meeting or ☐ per month

District compensation: ☐ GovCompDC Mileage amount per mile: \_\_\_\_\_

☐ Meals \_\_\_\_\_ ☒ Monthly travel Amount: \$50.00

☒ Other Spec Board Chair Monthly Travel \$100

Insurance Coverage ☐ Life \_\_\_\_\_

☐ Medical \_\_\_\_\_ ☐ Dental \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_ Amount: \_\_\_\_\_

Retirement Benef \_\_\_\_\_

Amount: \_\_\_\_\_

Is there a limit on the amount a board member/city council member can earn

☒ Check for Yes blank for No Amount: \$1,000.00

Are new board members provided with an orientation session with the General Manager/City Manager?

☒ Check for Yes blank for No With Legal Council? ☒ Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day:: 2nd Wednesday of Month Time: 5:30 PM

Regular meeting location: Address: 409 Old Baldwin Rd.

City: Ojai

ZipCode: 93023

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Meeting Agenda Posted on District Public Notice Board the Friday Before each regular Meeting

Does your agency conduct regular reviews of the requirements of the

Brown Act ☒ Check for Yes blank for No FPPC ☐ Check for Yes blank for No

Public disclosure requirements ☒ Check for Yes blank for No

Date of Last review session: 3/1/2003

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No

Ventura River County Water District

**d. How many employee bargaining units are recognized?** (list the number and the name of each bargaining unit):

#### 4. Financial Information (all agencies)

##### a. Service Cost Information:

List current rates for all categories of services

See Attached Copy of Rate Sheet

---

Water Agencies – what are the rates in terms of acre-feet

Zone-1: \$521.34, Zone-2: \$556.24, Zone-3: \$664.89

---

Wastewater Agencies – what are the rates in terms of MGD \_\_\_\_\_

Rate changes in last two years:

VRCWD Zone 3- Pass on CMWD increase @ 3.0%/year

---

Specify rate changes anticipated in next two years:

Anticipated Rate Increases in Zone-3 in relationship with Casitas MWD rate increase.

---

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

Water rate for outside user water service shall be established by the board for each such service at the domestic water rate plus a surcharge and shall be set forth in the special service agreement (all per District Rules and Regulations)

##### b. Budget Information for the Last Three Fiscal years:

Are adopted budgets posted on the agency website? ☐ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

**FY 2000-2001:** Revenues: 961,400 Expenses: 663,700

Capital Improvements: 765,500 Reserves: 400,000

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_

**FY 2001-2002:** Revenues: 959,900 Expenses: 719,815

Capital Improvements: 481,605 Reserves: 320,000

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the \_\_\_\_\_

**FY 2002-2003:** Revenues: 865,450 Expenses: 719,800

Capital Improvements: 183,300 Reserves: 190,000

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: \_\_\_\_\_



Agency Name Ventura River County Water District

**d. Reserves:**

**Reserve Definitions:**

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue	21.90%	33.30%	41.60%
Operating Reserves			
Capital Reserve Fund			
Operating and Rate Stabilization Fund			
Restricted Debt Reserves			
Other Reserves	190,000	320,000	400,000

**e. Audits**

Date of last independent audit: 9/17/2002

Who conducted last independent audit? Porter & Co. CPA's

Was the audit qualified in any way? No

**f. Bonds:**

What is your agency's bond rating? \_\_\_\_\_

What was the source of the rating? \_\_\_\_\_



Agency Name:

Ventura River County Water District

## 5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

Motion for order fixing amount of inverse condemnation pre-judgement interest.

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

Pending litigation:

Court judgement:

Above judgement currently being settled

Legal issues:

Restricted assets:

Possible restriction of water extraction within the Ventura River due to the Endangered Species Act

Financial constraints:

Other:

Agency Name: Ventura River County Water District

## 6. Service Information (all agencies)

**a. Provide a list of services provided by your agency:**

Domestic Water Services, Fire protection service

---

Provide a brief narrative description of the service area for water service.

The VRCWD service area encompasses approx. 2,200 acres and includes the Live Oak Avres most of the neighborhoods between Oak View and Mira Monte, Rio Vista and Monte Via, and Casitas Springs east of Ventura Ave. including Nye Rd.

---

Provide a brief narrative description of the service area for wastewater service.

---

**b. Estimated January population in agency's boundaries:** 5,988

Size in acres: 2,200

**c. Estimaed January 2003 population in sphere influence:** 5,988

Size in acres: 2,200

Agency Name Ventura River County Water District

**7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)**

a. Total number of customers    Retail 2107    Wholesale: \_\_\_\_\_

**b. Total Number of water service connections in Agency Boundaries**

Domestic 2105    Agricultural: 2    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:**

Domestic \_\_\_\_\_    Agricultural: \_\_\_\_\_    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:**

Domestic \_\_\_\_\_    Agricultural: 1    M+I \_\_\_\_\_

Reclaimed: \_\_\_\_\_    Other (specify): \_\_\_\_\_    Amount of Other: \_\_\_\_\_

**e. Shared Facilities:**

**Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:**

Address	Parcel Number	Etc...
<u>955 Burnham Rd. Oak View---</u>	<u>032-00-201-14</u>	<u>Single Family Cu</u>
<u>955 Burnham Rd. Oak View---</u>	<u>032-0-201-155</u>	<u>Pasture, Range</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

f. Does your agency have a master plan? (Check for Yes) ☐

Date of current master plan: \_\_\_\_\_

Date of previous master plan: \_\_\_\_\_

Agency Name

Ventura River County Water District

**g: Water Facilities (provide for each facility) attach sheets if necessary**

Location: See Attached Sheet

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_

Capacity: \_\_\_\_\_ Year built: \_\_\_\_\_

Storage capacity in days 2 Year capacity last expanded: 2001

What permits (local, state, federal) are required:

See Attached Sheet

Are required permits current (check the box for yes) ☒

Does your agency have permit violations: No

Is your agency applying for new permits or permit amendments: \_\_\_\_\_

Date of latest Water Quality Report: 7/1/2003 Are copies posted on the web? (Check for Yes) ☐

**h. Water Source Information:**

Imported Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Reclaimed: Source: \_\_\_\_\_ Percentage of Total \_\_\_\_\_

Other (specify) \_\_\_\_\_

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Groundwater (list each source and no. of wells):

Source: VRCWD Well#1 Percentage of total: 72.00%

Source: VRCWD Well#2 Percentage of total: 24.00%

Source: VRCWD Well#3 Percentage of total: \_\_\_\_\_

Source: VRCWD Well#5 Percentage of total: 4.00%

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

Surface (list each surface source:)

Source: Casitas MWD (Casitas Springs Area) Percentage of total: 99.99%

Source: Casitas MWD (Monte Via Area) Percentage of total: 99.99%

Source: \_\_\_\_\_ Percentage of total: \_\_\_\_\_

**i: Additional Informaion**

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☒

What is you agency's estimated peak demand? 1400 gpm What is your agency's peak demand capacity? 2200gpm

In the event of a power outage what additional resources of power are available: Generators at all District Pumping Facilities

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed?

purchased from Casitas MWD

Agency Name:

Ventura River County Water District

## 8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: \_\_\_\_\_ Date of previous master plan: \_\_\_\_\_

---

### b. Number of wastewater service connections in agency boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

---

### c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

### d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_

Other (specify) \_\_\_\_\_ Amount of Other: \_\_\_\_\_

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

---

Agency Name

Ventura River County Water District

**e. Wastewater Service Connections:**

Total number of wastewater service connections:

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facilities \_\_\_\_\_

Miles of Lines \_\_\_\_\_ Type: \_\_\_\_\_ Capacity (MGD) \_\_\_\_\_

Year built: \_\_\_\_\_ Year capacity last expanded \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

\_\_\_\_\_

Location of treatment facilities: \_\_\_\_\_

Miles of lines: \_\_\_\_\_ Type: \_\_\_\_\_ Capacity: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year capacity last expanded: \_\_\_\_\_

What permits are required for facilities: \_\_\_\_\_

Are required permits current (check box for yes) ☒

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? \_\_\_\_\_

8. Service Information

f. List current share activity with other service providers and provide a brief description

- ☐ Joint Power Authorities (JPA's)
- \_\_\_\_\_
- ☐ Memorandums of Understanding (MOUs)
- \_\_\_\_\_
- ☐ Service Agreements:
- \_\_\_\_\_
- ☐ Purchasing Agreements:
- \_\_\_\_\_
- ☐ Equipment Sharing:
- \_\_\_\_\_
- ☐ Insurance Pools:
- \_\_\_\_\_
- ☐ Joint Funding:
- \_\_\_\_\_
- ☒ Other:
- Sharing of manpower, equipment, & materials during emergency or the need arises

g. Agency Function:

List Agency Functions that are Provided by:

Private Contractors: Assistance with leak repair and other maintenance on an as needed basis.

Other: \_\_\_\_\_

Annual savings produced by using contractors/other agencies \_\_\_\_\_

Other? \_\_\_\_\_

\_\_\_\_\_

List any excess capacity, facilities or staff which can be made available by your agency

\_\_\_\_\_

**APPENDIX B**

**AGENCY FINANCIAL SUMMARIES**





District Name: City of San Buenaventura

### Financial Summary

	2000-2001	2001-2002	2002-2003
Revenues:	\$39,455,052	\$70,215,219	\$71,728,558
Expenses:	\$25,729,669	\$27,895,986	\$27,205,145
Capital Improvements:	\$36,283,133	\$39,370,219	\$44,523,413
Reserves:	\$0	\$0	\$0
Transfers to General Fund	\$0	\$0	\$0
<b>Revenue Sources</b>			
Property Taxes:	\$0	\$0	\$0
Special Taxes:	\$0	\$0	\$0
Service Charges:	\$11,563,900	\$10,286,230	\$12,022,051
Fees:	\$14,760,088	\$15,668,605	\$15,880,361
Assessments:	\$0	\$0	\$0
Stand-by Charges:	\$0	\$0	\$0
Grants:	\$0	\$68,290	\$181,982
Other: (Interest, Misc., Recoverable)	\$3,506,123	\$2,727,751	\$1,907,194
<b>Reserves</b>			
Operating Reserves:	\$0	\$0	\$0
Capital Reserve Fund:	\$0	\$0	\$0
Operating and Rate Stabilization Fund:	\$0	\$0	\$0
Restricted Debt Reserves:	\$2,579,879	\$2,005,393	\$2,002,725
Other Reserves:	\$0	\$0	\$0
Total Reserves:	\$2,579,879	\$2,005,393	\$2,002,725
Total Reserves as % of Total Revenue:	7%	3%	3%

### Bond Summary

Current Bond Rating: Aaaa and AAA

Source: Moody's and Standard & Poor's

NOTE: All financial data is a summary of Wastewater and Water services combined.

District Name: Casitas Municipal Water District

### Financial Summary

	2000-2001	2001-2002	2002-2003
Revenues:	\$9,073,980	\$11,437,287	\$14,150,685
Expenses:	\$5,412,900	\$5,860,618	\$6,413,956
Capital Improvements:	\$6,657,360	\$14,373,004	\$12,586,706
Reserves:	\$12,996,280	\$ (8,796,335)	\$ (4,849,977)
Transfers to General Fund	\$0	\$0	\$0
<b>Revenue Sources</b>			
Property Taxes:	\$1,011,000	\$880,000	\$1,090,000
Special Taxes:	\$0	\$0	\$0
Service Charges:	\$60,000	\$5,872,037	\$117,460
Fees:	\$1,857,075	\$1,759,650	\$1,967,500
Assessments:	\$0	\$0	\$0
Stand-by Charges:	\$0	\$0	\$0
Grants:	\$1,077	\$2,925,600	\$4,797,227
*Other:	\$5,068,683	\$0	\$6,178,498
<b>Reserves</b>			
Operating Reserves:	\$2,500,000	\$2,500,000	\$2,500,000
Capital Reserve Fund:	\$478,111	\$636,089	\$636,089
Operating and Rate Stabilization Fund:	\$343,466	\$487,913	\$487,913
Restricted Debt Reserves:	\$5,854,572	\$7,551,713	\$4,649,442
Other Reserves:	\$2,650,000	\$3,000,000	\$3,113,000
Total Reserves:	\$11,826,149	\$14,175,715	\$11,386,444
Total Reserves as % of Total Revenue:	130%	124%	80%

### Bond Summary

Current Bond Rating: n/a

Source: n/a

\*

District Name: Meiners Oaks County Water District

### Financial Summary

	2000-2001	2001-2002	2002-2003
Revenues:	---	---	---
Expenses:	---	---	---
Capital Improvements:	---	---	---
Reserves:	---	---	---
Transfers to General Fund	---	---	---
<b>Revenue Sources</b>			
Property Taxes:	\$70,386	\$23,967	\$70,000
Special Taxes:	\$0	\$0	\$0
Service Charges:	\$0	\$0	\$0
Fees:	\$394,096	\$431,709	\$421,993
Assessments:	\$0	\$0	\$0
Stand-by Charges:	\$0	\$0	\$0
Grants:	\$0	\$0	\$0
Other: (interest income)	\$114,595	\$74,056	\$80,000
<b>Reserves</b>			
Operating Reserves:	\$251,000	\$0	\$0
Capital Reserve Fund:	\$320,229	\$0	\$0
Operating and Rate Stabilization Fund:	\$0	\$0	\$0
Restricted Debt Reserves:	\$0	\$0	\$0
Other Reserves:	\$200,000	\$0	\$0
Total Reserves:	\$771,229	\$0	\$0
Total Reserves as % of Total Revenue:	---	---	---

### Bond Summary

Current Bond Rating: n/a

Source: n/a

District Name: Montalvo Municipal Improvement District

### Financial Summary

	2000-2001	2001-2002	2002-2003
Revenues:	\$481,586	\$464,456	\$439,450
Expenses:	\$402,607	\$406,557	\$512,260
Capital Improvements:	\$223,525	\$126,843	\$87,338
Reserves:			
Transfers to General Fund			
<b>Revenue Sources</b>			
Property Taxes:	\$170,697	\$178,169	\$149,000
Special Taxes:	\$0	\$0	\$0
Service Charges:	\$211,806	\$224,695	\$244,800
Fees:	\$8,950	\$9,150	\$8,500
Assessments:	\$0	\$0	\$0
Stand-by Charges:	\$0	\$0	\$0
Grants:	\$0	\$0	\$0
Other (rental interest, misc.):	\$90,133	\$51,942	\$68,600
<b>Reserves</b>			
Operating Reserves:	\$400,000	\$400,000	\$400,000
Capital Reserve Fund:	\$100,000	\$100,000	\$100,000
Operating and Rate Stabilization Fund:	\$0	\$0	\$0
Restricted Debt Reserves:	\$0	\$0	\$0
Other Reserves*:	\$700,000	\$700,000	\$700,000
Total Reserves:	\$1,200,000	\$1,200,000	\$1,200,000
Total Reserves as % of Total Revenue:	249%	258%	273%

### Bond Summary

Current Bond Rating: n/a

Source: n/a

\* Other Reserves includes Flood Protection Contingency.

District Name: Ojai Basin Groundwater Management Agency

**Financial Summary**

	2000-2001	2001-2002	2002-2003
Revenues:	\$2,331	\$33,623	\$29,946
Expenses:	\$35,789	\$32,189	\$31,232
Capital Improvements:	\$0	\$0	\$0
Reserves:	\$0	\$0	\$0
Transfers to General Fund	\$0	\$0	\$0
<b>Revenue Sources</b>			
Property Taxes:	\$0	\$0	\$0
Special Taxes:	\$0	\$0	\$0
Service Charges:	\$2,331	\$33,623	\$29,946
Fees:	\$0	\$0	\$0
Assessments:	\$0	\$0	\$0
Stand-by Charges:	\$0	\$0	\$0
Grants:	\$0	\$0	\$0
Other:	\$0	\$0	\$0
<b>Reserves</b>			
Operating Reserves:	\$0	\$0	\$0
Capital Reserve Fund:	\$0	\$0	\$800
Operating and Rate Stabilization Fund:	\$0	\$0	\$0
Restricted Debt Reserves:	\$0	\$0	\$0
Other Reserves:	\$0	\$5,000	\$5,000
Total Reserves:	\$0	\$5,000	\$5,800
Total Reserves as % of Total Revenue:	0%	15%	19%

**Bond Summary**

Current Bond Rating: n/a

Source: n/a

District Name: Ojai Valley Sanitary District

#### Financial Summary

	2000-2001	2001-2002	2002-2003
Revenues:	\$4,345,344	\$4,629,722	\$4,176,380
Expenses:	\$3,294,405	\$3,958,457	\$2,711,913
Capital Improvements:	\$0	\$2,034,653	\$120,000
Reserves:	\$900,000	\$650,000	\$925,695
Transfers to General Fund	\$0	\$0	\$0
<b>Revenue Sources</b>			
Property Taxes:	\$275,078	\$187,900	\$239,700
Special Taxes:	\$0	\$0	\$0
Service Charges:	\$4,172,482	\$4,147,488	\$4,176,380
Fees:	\$216,575	\$136,582	\$471,350
Assessments:	\$59,750	\$60,175	\$56,806
Stand-by Charges:	\$0	\$0	\$0
Grants:	\$0	\$0	\$0
Other:	\$0	\$0	\$0
<b>Reserves</b>			
Operating Reserves:	\$1,297,957	\$1,792,704	\$1,869,710
Capital Reserve Fund:	\$14,002,694	\$12,836,971	\$12,196,286
Operating and Rate Stabilization Fund:	\$0	\$1	\$2
Restricted Debt Reserves:	\$1,115,410	\$1,265,823	\$2,601,203
Other Reserves:	\$507,751	\$459,727	\$382,366
Total Reserves:	\$16,923,811	\$16,355,226	\$17,049,566
Total Reserves as % of Total Revenue:	389%	353%	408%

#### Bond Summary

Current Bond Rating: AAA and Aaa  
Source: Standard & Poor's and Moody's

#### Ojai VSD Reserve Categories:

Deferred Compensation:  
SRF Loan Payment Reserve:  
Collection System Replacement Reserve:  
SDS Reserve:  
Collection System Capacity Reserve:  
Equipment Replacement Reserve:  
Treatment Plant Expansion Reserve:  
Vehicle Replacement:  
Treatment Plant Capital Replacement Reserve:  
Building Reserve  
Bond Issue Cash- M.O.:  
1927 Rehab Trustee Funds:  
1927 Rehab Payment Reserve:  
2003 Bond Reserve Fund:  
Treatment Plant Upgrade Reserve:  
**Total Reserved Cash:**

2000-2001	2001-2002	2002-2003	LAFO Reserve Category
\$287,767	\$236,017	\$257,739	Other Reserves:
\$962,380	\$1,132,580	\$2,499,680	Restricted Debt Reserves:
\$4,074,236	\$3,085,553	\$3,044,542	Capital Reserve Fund:
\$219,984	\$223,710	\$124,627	Other Reserves:
\$43,548	\$71,759	\$73,438	Capital Reserve Fund:
\$251,965	\$282,502	\$199,887	Capital Reserve Fund:
\$2,342,376	\$2,325,991	\$2,021,765	Capital Reserve Fund:
\$5,135,480	\$5,637,451	\$119,064	Capital Reserve Fund:
\$0	\$0	\$5,924,152	Capital Reserve Fund:
\$0	\$0	\$10,105	Capital Reserve Fund:
\$153,030	\$133,243	\$101,297	Restricted Debt Reserves:
\$609,407	\$644,734	\$647,303	Operating Reserves:
\$688,550	\$1,147,970	\$1,222,407	Operating Reserves:
\$0	\$0	\$226	Restricted Debt Reserves:
\$2,155,088	\$1,433,714	\$803,332	Capital Reserve Fund:
\$16,923,811	\$16,355,225	\$17,049,564	

District Name: Ojai Water Conservation District

**Financial Summary**

	2000-2001	2001-2002	2002-2003
Revenues:	\$4,302	\$5,000	\$5,000
Expenses:	\$3,091	\$5,035	\$5,035
Capital Improvements:			
Reserves:			
Transfers to General Fund			
<b>Revenue Sources</b>			
Property Taxes:	\$3,911		
Special Taxes:			
Service Charges:			
Fees:			
Assessments:			
Stand-by Charges:			
Grants:			
Other: (interest income)	\$391		
<b>Reserves</b>			
Operating Reserves:			
Capital Reserve Fund:			
Operating and Rate Stabilization Fund:			
Restricted Debt Reserves:			
Other Reserves:			
Total Reserves:	\$0	\$0	\$0
Total Reserves as % of Total Revenue:	0%	0%	0%

**Bond Summary**

Current Bond Rating: n/a

Source: n/a



District Name: Saticoy Sanitary District

### Financial Summary

	2000-2001	2001-2002	2002-2003
Revenues:	\$595,921	\$681,264	\$4,800,000
Expenses:	\$89,374	\$102,425	\$4,878,000
Capital Improvements:	\$239,326	\$508,833	\$4,660,000
Reserves:			
Transfers to General Fund			
<b>Revenue Sources</b>			
Property Taxes:		\$16,000	\$16,000
Special Taxes:			
Service Charges:			
Fees:		\$228,017	\$204,500
Assessments:			
Stand-by Charges:			
Grants:			
Other: (interest income)			
<b>Reserves</b>			
Operating Reserves:			
Capital Reserve Fund:			
Operating and Rate Stabilization Fund:			
Restricted Debt Reserves:			
Other Reserves:			
Total Reserves:	\$0	\$0	\$0
Total Reserves as % of Total Revenue:	0%	0%	0%

### Bond Summary

Current Bond Rating: n/a

Source: n/a

**Note:** Revenue sources submitted as an attachment not labeled for year. Revenue sources distribution shown assumes "First Year of Full Operation" is 2001 - 2002.

District Name: Ventura County Service Area No. 29

**Financial Summary**

	2000-2001	2001-2002	2002-2003
Revenues:	\$358,068	\$359,346	\$355,300
Expenses:	\$275,082	\$329,243	\$445,740
Capital Improvements:	\$0	\$27,772	\$40,000
Reserves:	\$182,639	\$222,512	\$250,416
Transfers to General Fund	\$0	\$0	\$0
<b>Revenue Sources</b>			
Property Taxes:	\$0	\$0	\$0
Special Taxes:	\$0	\$0	\$0
Service Charges:	\$334,871	\$343,128	\$345,200
Fees:	\$0	\$0	\$0
Assessments:	\$0	\$0	\$0
Stand-by Charges:	\$450	\$450	\$500
Grants:	\$0	\$0	\$0
*Other:	\$22,747	\$15,768	\$9,600
<b>Reserves</b>			
Operating Reserves:	\$20,000	\$20,000	\$20,000
Capital Reserve Fund:	\$132,639	\$152,512	\$170,416
Operating and Rate Stabilization Fund:	\$30,000	\$50,000	\$60,000
Restricted Debt Reserves:	\$0	\$0	\$0
Other Reserves:	\$0	\$0	\$58,140
Total Reserves:	\$182,639	\$222,512	\$308,556
Total Reserves as % of Total Revenue:	51%	62%	87%

\* Note: Other Revenue Source is interest income.

\*\*Note: Bond Summary is for the County; District Bond Summary is N/A.

**Bond Summary\*\***

Current Bond Rating: A and A2

Source: Moody's; Standard & Poor's

District Name: Ventura County Service Area 32

### Financial Summary

	2000-2001	2001-2002	2002-2003
Revenues:	\$20,017	\$15,093	\$4,967
Expenses:	\$11,507	\$31,520	\$1,634
Capital Improvements:	\$0	\$0	\$0
Reserves:	\$0	\$0	\$0
Transfers to General Fund	\$0	\$0	\$0
<b>Revenue Sources</b>			
Property Taxes:	\$1,968	\$1,920	\$1,247
Special Taxes:	\$0	\$0	\$0
Service Charges:	\$0	\$0	\$0
Fees:	\$4,221	\$3,765	\$1,995
Assessments:	\$0	\$0	\$0
Stand-by Charges:	\$0	\$0	\$0
Grants:	\$0	\$0	\$0
Other:	\$13,828	\$9,408	\$1,725
<b>Reserves</b>			
Operating Reserves:	\$28,522	\$8,944	\$32,174
Capital Reserve Fund:	\$26,100	\$26,100	\$26,100
Operating and Rate Stabilization Fund:	\$0	\$0	\$0
Restricted Debt Reserves:	\$0	\$0	\$0
Other Reserves:	\$150,972	\$162,482	\$141,201
Total Reserves:	\$205,594	\$197,526	\$199,475
Total Reserves as % of Total Revenue:	1027%	1309%	4016%

### Bond Summary

Current Bond Rating: AA+  
Source: Standard & Poor's